

# Mantons Cards

## TEAM MEMBER APPLICATION FORM

Mantons Cards is an award-winning shop in Port Erin. If you feel that you can offer an award-winning service to our customers, if you have a genuine interest in the products we sell and you would like to join the team at Mantons, please complete this form and enclose a copy of your C.V. All your details will be kept in the strictest confidence.

### PERSONAL DETAILS

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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DATE OF BIRTH \_\_\_\_\_

E-MAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

MOBILE: \_\_\_\_\_

(We will contact you by email in the first instance)

When you have completed this application form, please return it to;  
MANTONS CARDS, 17 Station Rd, Port Erin, IOM, IM9 6AE

**Please complete the following questions as fully as possible.**

(Please complete the form in your own handwriting)

1: Where did you hear about this position?

2: Are you applying for a full time or part time position?

3: If part time, are you applying for mornings or afternoons? Also, which days are you applying for?

4: Are you able to work A) every weekend, B) occasional weekends as requested or C) no weekends?

(Tick which option is applicable) -    A)                      B)                      C)

5: Do you have the legal right to work in the U.K.?

6: Are there any restrictions/time limits to your legal right to work in the U.K.? If yes, please give details.

7: What is your National Insurance Number?

8: Do you require a work permit to work in the Isle of Man?

9: Have you ever been convicted of a criminal offence by a Court of Law or other similar Judicial Body, which is not legally spent within the meaning of the Rehabilitation of Offenders Act 1974?

If yes, please give details (on a separate sheet if necessary). Any such details will be treated with the strictest confidentiality.

10: Why do you want to join the team at Mantons Cards?

11: How would you contribute to our team? What personal qualities, experience and skills would you bring?

12: What do you consider to be the most essential elements of customer service?

13: How important do you think it is to display products in a clean and organised way?

14: Please give an example of a situation where you have had to overcome difficulties in communication. How did you overcome them?

15: Please give an example of a time you suggested a new way of approaching a task or suggested some improvement/s at work.

**EMPLOYMENT HISTORY** Please start with your most recent/current employer.

From :

To:

Company Name:

Job Title:

Description of Role/Duties:

Reason for Leaving:

Notice period required (if applicable):

From :

To:

Company Name:

Job Title:

Description of Role/Duties:

Reason for Leaving:

From :

To:

Company Name:

Job Title:

Description of Role/Duties:

Reason for Leaving:

**EMPLOYMENT HISTORY continued**

From :

To:

Company Name:

Job Title:

Description of Role/Duties:

Reason for Leaving:

From :

To:

Company Name:

Job Title:

Description of Role/Duties:

Reason for Leaving:

From :

To:

Company Name:

Job Title:

Description of Role/Duties:

Reason for Leaving:

**REFERENCES:**

**Please include contact details for your chosen referees below. One of these should be your current or last employer. Please do not include family members. The referee should have known you for at least 3 years.**

**Upon any offer of employment, we will seek references from 2 of the referees you have listed. Employment is dependant upon receipt of 2 references deemed to be satisfactory.**

Name:

Address:

Contact Number:

Nature of Relationship:

Name:

Address:

Contact Number:

Nature of Relationship:

Name:

Address:

Contact Number:

Nature of Relationship:

**PERSONAL DEVELOPMENT:**

Please list any relevant skills, interests or training/qualifications that you have which you feel may be beneficial to the position you are applying for. Include any dates and levels achieved.

Continue on a separate sheet if necessary.

If you have any questions or you would like to add anything further, please do so here.

I confirm that to the best of my knowledge and belief the information I have given on this form is true and correct.

**SIGNED:**

**DATED:**

Data Protection: The information provided on this form will be used by us for the purposes of assessing your application and, if your application does not result in your being employed by us, will be retained only for so long as is necessary. If you are employed by us, the information will form part of your personnel file and may be processed for any purpose in connection with your employment