



# Rowlinson<sup>®</sup>

## application form

**No Job applicant or employee will receive unfavourable treatment directly or indirectly on the grounds of gender, sexual orientation, marital status, race, religious beliefs, age or disability, from applications from people who have the right to live and work in the U.K. Unless otherwise stated Rowlinson will only consider applicants from persons who have the right to live and work in the U.K.**

Post Applied For:	
Ref No:	Perm ? Temp ? F/Time ? P/Time ?
(If applying for P/Time please specify available days and times below):	

Title: \_\_\_\_\_

Home Tel No (inc. STD):

\_\_\_\_\_

Surname:

If we may contact you at work, please provide  
Tel No:

\_\_\_\_\_

\_\_\_\_\_

Forename:

Mobile:

\_\_\_\_\_

\_\_\_\_\_

Address:

Email:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you a car owner? Yes / No

\_\_\_\_\_

If yes, do you currently have any  
Endorsements ? Yes / No

Date of Birth: \_\_\_\_\_

### Section 1a—Education

Date	School	Subjects	Level	Grade

### Section 1b—Further Education / Training

Date	College / University	Course	Result

## Section 2—Employment History

Please provide details of all your previous employment in date order, giving dates by month and year, starting with your earliest first. If there are any gaps in your employment history then please ensure that the reasons are fully explained.

Date Start & Finish	Employers Name Nature of Business Job Title	Main Duties	Reason for Leaving	Salary

### Section 3—Further Information in Support of Your Application

This section gives you the opportunity to explain what skill, personal attributes and experiences you have that are relevant to the post applied for.

### Section 4—Values

At Rowlinson's we believe that there are certain values which are important in maintaining a positive working environment. In your opinion what are the most important values in the workplace and why?

## Section 5—Examples of Values

Please provide a real life example of when you had a difference of opinion or disagreement with a work colleague. If you have little or no work experience please give an example from either School or College. Please give details about this event, how you dealt with it, and the outcome.

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### General Information

#### Personal Referee

<b>Name</b> <b>Position</b> <b>Address</b>  <b>Tel:</b> <b>Email:</b>	
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#### Professional Referee

<b>Name</b> <b>Position</b> <b>Address</b>  <b>Tel:</b> <b>Email:</b>	
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Please could you state how many days sickness have resulted in time off work during the last 12 months.

Number of Days	Reason for Absence

<b>Do you consider yourself to have a disability under the terms of the Disability Discrimination Act 1995?</b>	<b>Yes / No</b>
<b>Are you Registered Disabled ?</b>	<b>Yes / No</b>
<b>Registration No:</b>	

**Please give a brief description of your disability:**

Rowlinson's prides itself on being an equal opportunities employer and as such we aim to select staff suitable for the job. We welcome your application if your disability does not stop you from doing the job. This is in accordance with our responsibilities as an employer under the Disability Discrimination Act 1995.

Do you require a work permit?

Yes ? No ?

Do you have any other commitments which may effect your working hours?

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How did you become aware of the position?

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Have you previously applied for a position with Rowlinson?  
If so, what vacancy and when did you apply?

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Please give details of any pre-booked holidays that you have arranged.

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Do you know anyone who is currently employed by Rowlinson?

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## Data Protection Act 1998:

All information gathered is for the purposes of employment selection only.

Under the Data Protection Act 1998 Rowlinson?s will not disclose applicant information to a third party for any reason and all information shall be securely disposed of after the recruitment process has been completed.

For us to retain your information after the recruitment process has been completed, for a period of 3 months only and strictly for the purposes of any future vacancies, Rowlinson require your written authorisation. Please ensure you tick the appropriate box at the declaration stage of this application form if you consent for this to happen.

## Declaration

**I confirm that the information enclosed is correct and that misleading statements may be sufficient grounds for cancelling any agreements.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**I confirm that I give my consent for Rowlinson to retain my information for a period of 3 months after my application has been completed.**

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**Thank you for taking the time to complete this application form.**

**On completion please return to the  
Human Resources Department,  
Rowlinson Knitwear Limited,  
Woodbank Mills,  
Turncroft Lane,  
Stockport,  
Cheshire  
SK1 4AR**

**PLEASE DO NOT SEND CVs AND ENSURE YOUR ENVELOPE IS CORRECTLY STAMPED -  
A FIRST CLASS STAMP ON AN A5 ENVELOPE (AN A4 ENVELOPE WILL NEED WEIGHING)  
TO ENSURE YOUR APPLICATION REACHES US ON TIME.**



INVESTOR IN PEOPLE