

Your  
future with **Tesco** starts

right here with us...



**TESCO**

Application Form

Name

Position applied for:



*Tesco is the UK's number one retailer. We have the lowest prices, the best quality, the biggest range and undoubtedly the best staff!*

*We have become a market leader by doing the little things that really matter for our customers and staff.*

*We believe in treating each other with respect and giving everyone an equal opportunity to get on.*

*It is our people that make the difference every day. They help us to create a great shopping trip for our customers and earn their loyalty for life.*

*A Tesco store is a high-performing, professional business where everyone has a role to play. Each role is aimed at making sure we do our best for each and every customer.*



# All about us

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## A job fit for your lifestyle

The great thing about our 24 hour, seven days a week operation is that there is a big chance we've got a shift pattern to suit you - whether it is part time or full time.

We will always try to find ways to help you to take the time off you need, either with a flexi-contract, shift swap or career break. So you can manage things that are important to you whilst working for Tesco. This might include taking exams, childcare or religious holidays.

## Training and Development Opportunities

At Tesco, we value our people. This means a performance review at least once a year, and if you are on development for bigger role, a career discussion once every 12 months. We provide the support and direction for you to meet your goals.

You will also receive structured training and development that involves both in-store training on the shop floor and attending workshops.

We offer professional training and development for all our people that involves attending workshops and in-store training.

## Rewards and Benefits

As well as competitive salaries at all levels, we also offer a whole package of other ways to help you make more of your money, safeguard your future and look after your health. You will receive paid holiday, a staff discount card (after one year service) and an award winning pension scheme.

To thank our people for the success they've brought the business, we award free shares to everyone who has worked here for one year at the end of the financial year (February). After five years these Tesco shares can be sold tax free. We also operate a Save As You Earn and Buy As You Earn share options scheme that all staff are able to join after one year of service.

# All about you

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## So, who are we looking for?

Everyone is welcome at Tesco. We want our stores to reflect the local community and we understand that you know local people best. We hand pick new members of the Tesco team based on their attitude and ability to give great service to customers, regardless of disability, age, race, sex or religion.

We're looking for positive, cheerful and friendly people who enjoy working with others and who love to share a smile!

If this is you then we'd love to hear from you.

## What to expect

Please take your time to fill in this application form, as it is the first step of the selection process.

When you have completed the form take it along to your locally recruiting store. Once we have had time to review your application and providing you are able to demonstrate the skills we are looking for, you will be contacted for an interview.

The interview could be on a one to one basis or in a group. Part of this session is designed to give you the opportunity to see what it is really like to work as part of the team in Tesco and you'll get to have a quick go at the job you have applied for.

Don't worry, this is just to make sure that you fit in with the store and for you to decide whether Tesco is right for you. After this you can expect to hear from us within 10 days of interview, hopefully to welcome you to the team!

## Getting in touch

We hope you'll decide we're right for you, and that you've got what it takes to help take us - and our customers - even further. If you like what you have read, then please complete this application form and return it to your locally recruiting store.



## Additional Information

*If you have a disability or any special needs that means that you would like any help with this application form, or at any stage of the selection process, then please contact us so we can consider to make changes to suit your needs.*

# Personal details

# TESCO

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Miss/Mrs/Ms/Mr (please delete as applicable) First Name(s)

Middle Name(s)  Surname:

My Address Is:  Postcode:

If studying what is your term time address?  Postcode:

Date of birth:

National Insurance Number:

### My contact details are:

Home:  Work:

Mobile:  E-mail:

The best time to catch me to arrange an interview is in the...

morning  afternoon  evening

### Right to Work in the UK (Asylum & Immigration Act 1996)

If you are invited to interview please could you bring along original proof **and** a copy of your right to work in the UK. The list below may help in providing such a document; (A full list can be found at the government website [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk))

<b>Either one of these documents</b>	
<ul style="list-style-type: none"><li>• A UK or European Economic Area Passport</li><li>• A UK residence permit issued to a national from a EEA country or Switzerland</li><li>• A UK endorsed travel document</li></ul>	
<b>OR</b>	
<ul style="list-style-type: none"><li>• <b>A document with evidence of a permanent National Insurance number (P45, P60)</b></li></ul> <p><b>And, one of the following</b></p> <ul style="list-style-type: none"><li>• A birth certificate</li><li>• A certificate of naturalisation/registration as UK citizen.</li><li>• An endorsed letter from the Home Office</li></ul>	<ul style="list-style-type: none"><li>• <b>A work permit issued by Work Permits UK</b></li></ul> <p><b>And, one of the following</b></p> <ul style="list-style-type: none"><li>• A passport or travel document endorsed by UK Home Office</li><li>• An endorsed letter issued by UK Home Office</li></ul>

I can provide confirmation that I am legally entitled to work in the UK  Yes  No

### Availability to work:

You probably know that we are a 24 hour, 7 day a week business. To help us find the right position for you, please let us know the hours that best suit you.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Earliest Start Time (am/pm)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Latest Finish Time (am/pm)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Would you be willing to work overtime? Yes  No

Are you applying for a Full or Part-time job? Full time (36.5 hrs per week)  Part time

If you are applying for a Full Time job would you accept a part time job instead? Yes  No

### How did you hear about the vacancy? (please ✓)

1) Job Centre  Are you a "New Deal" candidate Yes  No

2) Friends & Family referral scheme  If applicable, name of referring employee   
and Employee number

3) Newspaper  4) Radio Advert  5) In Store Posters

6) If other, please specify:

### Criminal Convictions

Have you been convicted of any criminal offences, which are not yet spent under rehabilitation? (Offender Act 1974) Yes  No

Please give details:

### Driving Licence (Please **only** answer these questions if you are applying for a **dotcom** driving vacancy)

I have a full UK driving licence (or EU equivalent) Yes  No

I have held my licence for two years or more Yes  No

I have three points or less on my licence Yes  No

I have never been convicted of drink or drug related driving offences Yes  No

I am 21 years of age or older Yes  No

### Previous Employment

(We may contact these to obtain references. Any job offer would then be subject to satisfactory references).

My last two employers were:

Name: <input type="text"/>	Name: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>
Tel: <input type="text"/>	Tel: <input type="text"/>
The position I held was... <input type="text"/>	The position I held was... <input type="text"/>
Joined: <input type="text"/>	Joined: <input type="text"/>
Left: <input type="text"/>	Left: <input type="text"/>
Reason for leaving <input type="text"/>	Reason for leaving <input type="text"/>

If your application is successful when could you start?

### Declaration

Thank you for taking the time to complete this application form. Can you please sign the declaration below to confirm that the information you have given is correct and, in line with the Data Protection Act, you are happy for this information to be held in a secure place and used in processing your application. Good luck!

Signed:  Date:

# More about you

## Instructions

In this questionnaire you will be asked to describe yourself, from a choice of statements:

- The questionnaire has blocks of four statements labelled A, B, C and D.
- Please choose just **ONE** statement within each block that is most true of you and just **ONE** statement which is least true of you.
- The questionnaire should take about 15 minutes to complete.
- Some choices may be hard to make, but work as quickly as you can rather than spending time on any one question. Please answer as accurately and as honestly as you can.

For example.....

One most, one least ✓

More than one most  
More than one least ✗

Only least marked ✗

1. I am the sort of person who...

- A) likes to do the washing up..... (L) (M)
- B) likes to watch tv..... (L) (M)
- C) like to go on holiday..... (L) (M)
- D) likes to read books..... (L) (M)



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- A) likes to do the washing up..... (M) (M)
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1. I am the sort of person who...

- A) likes to do the washing up..... (M) (M)
- B) likes to watch tv..... (M) (M)
- C) like to go on holiday..... (L) (M)
- D) likes to read books..... (M) (M)



L = Least Often

M = Most Often

1. I am the sort of person who...

- A) gives support to other people..... (L) (M)
- B) negotiates with others..... (L) (M)
- C) is able to problem solve..... (L) (M)
- D) speaks clearly..... (L) (M)

4. I am the sort of person who...

- A) works hard to meet others needs..... (L) (M)
- B) maintains very high standards of work..... (L) (M)
- C) keeps my commitments to others..... (L) (M)
- D) learns new things quickly..... (L) (M)

2. I am the sort of person who...

- A) talks openly and honestly with other people..... (L) (M)
- B) asks relevant questions..... (L) (M)
- C) talks clearly to others..... (L) (M)
- D) is interested in the company being successful..... (L) (M)

5. I am the sort of person who...

- A) changes people's views..... (L) (M)
- B) treats others in a fair and consistent way..... (L) (M)
- C) works with others to achieve group objectives..... (L) (M)
- D) checks all details..... (L) (M)

3. I am the sort of person who...

- A) is a good team builder..... (L) (M)
- B) is able to encourage others..... (L) (M)
- C) gets good results..... (L) (M)
- D) can be relied upon by others..... (L) (M)

6. I am the sort of person who...

- A) is aware of the aims of the company..... (L) (M)
- B) makes the right decisions..... (L) (M)
- C) respects policies and procedures..... (L) (M)
- D) willingly accepts difficult targets..... (L) (M)

7. I am the sort of person who...

- A) adapts well to change..... (L) (M)
- B) masters new work methods quickly..... (L) (M)
- C) gives praise to others..... (L) (M)
- D) adds to group decisions..... (L) (M)

12. I am the sort of person who...

- A) produces very high quality work..... (L) (M)
- B) trusts other people..... (L) (M)
- C) shows commitment to groups and organisations..... (L) (M)
- D) is effective in planning and organising..... (L) (M)

8. I am the sort of person who...

- A) tries to understand the needs of others..... (L) (M)
- B) sets high standards..... (L) (M)
- C) drives others towards goals..... (L) (M)
- D) notices incorrect information..... (L) (M)

13. I am the sort of person who...

- A) is ready to take on tasks..... (L) (M)
- B) easily picks up new approaches to work..... (L) (M)
- C) organises my own time effectively..... (L) (M)
- D) easily establishes relationships with others..... (L) (M)

9. I am the sort of person who...

- A) speaks to others in an open and honest way..... (L) (M)
- B) is able to learn things..... (L) (M)
- C) creates a plan for tasks..... (L) (M)
- D) respects the confidentiality of things people tell me..... (L) (M)

14. I am the sort of person who...

- A) shares knowledge with others..... (L) (M)
- B) is effective in leading others..... (L) (M)
- C) understands how my own work has an effect on profits..... (L) (M)
- D) absorbs relevant facts quickly..... (L) (M)

10. I am the sort of person who...

- A) identifies the cause of problems..... (L) (M)
- B) is able to convince others..... (L) (M)
- C) is not afraid to take risks..... (L) (M)
- D) absorbs knowledge readily..... (L) (M)

15. I am the sort of person who...

- A) is prepared to take the initiative..... (L) (M)
- B) keeps the attention of others when speaking..... (L) (M)
- C) tries to achieve cost efficiency in everything I do..... (L) (M)
- D) gets work right first time..... (L) (M)

11. I am the sort of person who...

- A) aims to please other people..... (L) (M)
- B) plans my own time..... (L) (M)
- C) is able to solve problems..... (L) (M)
- D) motivates others to reach team goals..... (L) (M)

16. I am the sort of person who...

- A) completes tasks on time..... (L) (M)
- B) accepts targets for myself..... (L) (M)
- C) thinks about the needs of others..... (L) (M)
- D) shows enthusiasm..... (L) (M)

**This page is for Tesco use only**

Vacancy Number

	Score		Date	Initials
Passed screening?	<input type="text"/>	Actioned	<input type="text"/>	<input type="text"/>
Hold on file before interview	Yes <input type="radio"/> No <input type="radio"/>	Actioned	<input type="text"/>	<input type="text"/>
Invite to interview	Yes <input type="radio"/> No <input type="radio"/>	Actioned	<input type="text"/>	<input type="text"/>
Did not arrive for interview	Yes <input type="radio"/> No <input type="radio"/>	Actioned	<input type="text"/>	<input type="text"/>
Hold on file after interview	Yes <input type="radio"/> No <input type="radio"/>	Actioned	<input type="text"/>	<input type="text"/>

Reason for rejection code/  
holding on file

Hours offered:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Finish	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Offer letter sent	Yes <input type="radio"/> No <input type="radio"/>	Actioned	<input type="text"/>	<input type="text"/>
Reference requested	Yes <input type="radio"/> No <input type="radio"/>	Actioned	<input type="text"/>	<input type="text"/>

Start date

Start time

# Equal opportunities

At Tesco we are committed to an equal opportunity policy for recruitment and employment and hand pick people for jobs without regard to disability, marital status, age, race, sex or sexual orientation.

To enable us to monitor this policy this application form includes questions relating to these topics.

**Marital Status** (please ✓)

Married  Single  Other

**Gender** (please ✓)

Male  Female

At Tesco we are committed to helping our staff find the best job, hours and support to suit their needs. It would really help us if you could let us know, in the box below, if there is anything that would help us support your application. Whether it be religious requirements, support for an illness or disability, family commitments, or any other reason. This will really help us to understand what we can do to be flexible around your request to come and join our team.

**Ethnic Origin**

(Please ✓ the box which best suits your ethnic origin).

White

If Other, please specify:

*Mixed Race*

White and Black Carribean

White and Black African

White and Asian

If Other, please specify:

*Chinese*

Chinese

If Other, please specify:

*Black/Black British*

Carribean  African

If Other, please specify:

*Asian/Asian British*

Indian  Pakistani

Bangladeshi

If Other, please specify:

