



Please complete this application form in **BLOCK CAPITALS** and return it to the TK Maxx store you wish to apply for.

Position applied for: \_\_\_\_\_

Location you would like to work at: \_\_\_\_\_

Choice 1: \_\_\_\_\_

Choice 2: \_\_\_\_\_

Choice 3: \_\_\_\_\_

## Personal Details

Title: Mr/Mrs/Miss/Ms (please delete): \_\_\_\_\_ Surname: \_\_\_\_\_

First name: \_\_\_\_\_ Name you like to be known as: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: (day): \_\_\_\_\_ (eve): \_\_\_\_\_

(mobile): \_\_\_\_\_ Email: \_\_\_\_\_

**Availability** Are you looking for full time work?  yes  no

If you are looking for part time please tick the box/boxes that show the hours you are available to work in the table below:

	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm	11pm to 8am
Sun																	
Mon																	
Tue																	
Wed																	
Thu																	
Fri																	
Sat																	

Are there days you cannot work? \_\_\_\_\_

Are you looking for permanent or full time work?  permanent  temporary

## How did you hear about this vacancy?

- TK Maxx website  Recruitment Agency  Friend/Family working for TK Maxx  Leaflet  
 Advert in newspaper  TK Maxx Store  TK Maxx Bus  Job Centre  Window Poster  
 Other (please give details): \_\_\_\_\_

**Have you previously worked for TK Maxx or HomeSense?**  yes  no

If yes, please give details of date & location: \_\_\_\_\_

## Employment History

Please detail your employment history starting with your most recent employer and working backwards.  
Please attach an additional sheet if required

Employers name & location:	Job title and list of responsibilities:	From/To:	Leaving salary and benefits:	Reason for leaving:

**Do you have another job?**  yes  no

If offered a position with TK Maxx would you continue to work for your other employer?  yes  no

If yes, please give details of hours and days you currently work for them: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Skills & Qualifications

Please list any skills or qualifications relevant to your application

Educational Establishment	From/To:	Qualification(s) gained & grade:

## Competency Questions

This section asks you to give answers on the skills, knowledge or experience you have that would support your application. Your answers can be from your experience in employment, education or your personal life skills

1. Can you provide an example of when you have provided excellent customer service?  
What was the situation? What did you do and what was the outcome?

2. How do you prioritise your day when you have been given a number of jobs to complete?

3. What do you feel the benefits are of working with others in a team?

4. Can you give an example of when you have dealt with a challenging situation?  
What was the situation? What action did you take and what was the result?

## Additional Information

Please ensure you answer this section to the best of your knowledge

1. Do you require a work permit?  yes  no

\*TK Maxx has a legal duty to ensure that all employees have a legal right to work in the UK or Republic of Ireland. Should you be invited to attend an interview you will be required to provide an original and a photocopy of evidence of your right to work in the UK Or Republic of Ireland.

If you are not a national of the European Economic Area please state whether there are any restrictions on your right to work in the UK or Republic of Ireland (eg type of Visa and expiry date) \_\_\_\_\_

2. Do you have any criminal convictions that are unspent under the Rehabilitation of Offenders Act 1974?

yes  no

If you are applying for a position in Loss Prevention please be aware that you will require a CRB check if you are successful in your application.

3. Do you need any special requirements to attend an interview (for example, wheelchair access)?  yes  no

If yes, please give details: \_\_\_\_\_

## References

Please give details of two referees:

Wherever possible this should include your current or most recent employer(s) or a professional referee.

Name	Relationship	Address	Telephone

- Are any of your friends or relatives employed by TK Maxx or HomeSense?  yes  no

If yes, please give details: \_\_\_\_\_

## Data Protection

Under the Data Protection Act 1998, you are entitled to know what information we hold about you and why we hold that information. We will use the information you have provided on this form and any information we obtain from third parties (such as your nominated referees) as part of the process of assessing whether you are suitable for the job you have applied for. We will not use the information for any other purpose.

If we do offer you a job, we will give you more detail about the information we hold and how we will use it.

If we do not offer you a job, we will keep your personal information on file for a further six months in case any other vacancies you might want to apply for become available: please let us know if you would prefer us not to do this.

By answering the questions on this form, you are agreeing to our holding your personal information for the purposes explained above.

## Declaration

I declare that I am 16 years of age or above and that, to the best of my knowledge, the information provided on this application form is complete and correct. I understand that if I am offered the job any false or misleading information would lead to withdrawal of this offer, or dismissal if I have commenced employment.

Signed \_\_\_\_\_ Date: (dd/mm/year) \_\_\_\_/\_\_\_\_/\_\_\_\_

Thank you for taking the time to complete this application. Due to the volume of applications we receive we are unable to respond to all applicants. If you have not heard from us within two weeks, we will not be progressing your application any further at this stage.

Stores Resourcing Team, TK Maxx Head Office, 50 Clarendon Road, Watford, Herts, WD17 1TX