



APPLICATION FORM

Please complete and return to the Human Resources Department, ClarinsHead
Office, 10 Cavendish Place, London W1G 9DN

Specific position applied for:	Job code if applying online:		
or, if speculative, job interested in:			
Store name and town:			
Full time:	Part time:	(delete as appropriate)	Date:
Please specify the total amount of hours you are able to work each week:			

Source of application:	Refer a friend:
Advert: <input type="checkbox"/> Advert reference number: Recommendation: Recruitment event: Careers@Clarins Other (please state):	

1. Have you previously applied to Clarins	Yes	No	Yes/No
2. Have you previously worked for Clarins	Yes	No	Yes/No
If yes please specify where you have previously worked?			

Personal Details

Surname:	Forename(s):		
Title: Ms/Miss/Mrs/Mr	Other:	Previous name(s):	
(delete as appropriate)		(advise if applicable)	

National Insurance Number:		
Do you need a work permit to work in the UK:	Yes	No
If yes do you already possess this permit: (if applicable please attach a copy)	Yes	No
Work permit expiry date: (if applicable)		

Permanent address:	Address for reply (if different)
Postcode:	Postcode:
Telephone No:	Telephone No:
Mobile No: Email address:	

Current driving licence: Yes/No	Yes	No	Any endorsements: Yes/No	Yes	No
If you have any suspensions or endorsements please provide further details:					

Employment History

Please complete this section in full and continue on an additional sheet if necessary.

Current/Last Employer

Dates of employment:	
From:	To:
Length of service:	
Company name:	Contact name:
Company address: (in full)	
Postcode:	Telephone No:
Email address:	
Nature of business:	
Job title:	
Duties and responsibilities:	
Leaving/current salary and benefit package: (if applicable)	
Reason for leaving this position:	

Previous Employer

Dates of employment:	
From:	To:
Length of service:	
Company name:	Contact name:
Company address: (in full)	
Postcode:	Telephone No:
Email address:	
Nature of business:	
Job title:	
Duties and responsibilities:	
Leaving/current salary and benefit package: (if applicable)	
Reason for leaving this position:	

Skills and Knowledge

Focusing on the skills and knowledge you can bring to this role, complete as follows:

1) Tell me what you know about our company? Have you had any experiences with us to help you understand what we do and why we do it?

2) Why are you applying for this position? Why are you attracted to it and why do you think it is the right job for you?

3) What do you feel represents excellent customer service as an ambassador for the Clarins brand? Give an example of when and how you have demonstrated these traits?

References

Please give the details of two referees (one should be your current or most recent employer). References for short-listed candidates will be taken upon offer of employment unless you request otherwise. Please provide details of two personal referees if you do not have two employer references.

Employer Referees

Name: Company: Address: Telephone No: Email address:	Name: Company: Address: Telephone No: Email address:
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Personal Referees

Name: Company name (if applicable): Address: Telephone No: Email address: Occupation: Time known:	Name: Company name (if applicable): Address: Telephone No: Email address: Occupation: Time known:
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References will be requested from former employers upon an offer of employment. Should the references not meet our requirements this may lead to dismissal.

Criminal Convictions

Have you ever been convicted of a criminal offence?	Yes	No	Yes/No
If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.			

DECLARATION

I declare that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal. In accordance with the Data Protection Act (1998), I hereby explicitly consent to the Company collecting, holding and otherwise processing personal data, including sensitive personal data, relating to me. The Company will only process such data when and insofar as is necessary to do so in order to further its legitimate interests.

Signature:	Date:
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Thank you for your application. Unfortunately it will not be possible for Clarin to contact applicants who have been unsuccessful at stage one of the recruitment process. Only those who will be progressed to stage two will be contacted. Therefore, should you not hear further, please assume your application has been unsuccessful on this occasion. However, we may wish to keep your details on file for up to 6 months, in case a suitable vacancy arises. Please tick the box if you agree to us keeping your details on file.

PLEASE COMPLETE

Personal Details

This information is not used as part of the recruitment process.

Gender: Male/Female	Yes	No
Date of birth:		

Nationality

This section is optional, any information supplied is used for monitoring purposes only.

Personal Details

This information is not used as part of the recruitment process.

Nationality: (please specify)		
Ethnic Origins: (please tick the relevant box)		
Bangladeshi	Pakistani	Any other Asian background
Black African	White and Black African	Any other Black background
Black Caribbean	White and Black Caribbean	Any other ethnic group
Chinese	White British	Any other mixed background
Indian	White Irish	Any other White background

GROUPE
CLARINS