

PRIMARK®

APPLICATION FOR EMPLOYMENT

Thank you for applying for a position at Primark. In order for your application to be processed, please complete all sections using **BLOCK CAPITALS**

If you are invited for interview, you will be required to produce proof of eligibility to work in the UK/ROI. Failure to do so will lead to your application being declined. (Please see Eligibility Section below).

POSITION APPLIED FOR (Please tick appropriate box)

| | | |
|---|---|--|
| <p>RETAIL</p> <p><input type="checkbox"/> Retail Operative <input type="checkbox"/> Salesfloor Supervisor <input type="checkbox"/> Stockroom Supervisor</p> <p>IDEAL STORE LOCATION </p> <p>TICK AS APPROPRIATE:</p> <p><input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Weekend <input type="checkbox"/> Evening <input type="checkbox"/> Night shift</p> | <p>MANAGEMENT</p> <p><input type="checkbox"/> Store Manager <input type="checkbox"/> Deputy Manager <input type="checkbox"/> Assistant Manager <input type="checkbox"/> HR Manager <input type="checkbox"/> Senior Department Manager <input type="checkbox"/> Department Manager <input type="checkbox"/> Management Trainee <input type="checkbox"/> PT/Weekend Manager</p> <p>IDEAL STORE LOCATION </p> | <p>DUBLIN/READING OFFICE</p> <p><input type="checkbox"/> Buying <input type="checkbox"/> Finance <input type="checkbox"/> General Administration <input type="checkbox"/> Human Resources <input type="checkbox"/> ICT <input type="checkbox"/> Merchandising <input type="checkbox"/> Payroll <input type="checkbox"/> Store Development & Facilities Management <input type="checkbox"/> Visual Merchandising</p> |
|---|---|--|

Where did you hear about this vacancy? (Please tick appropriate box)

| | | |
|--|--|--|
| <input type="checkbox"/> In store poster | <input type="checkbox"/> Print advert (please specify)..... | <input type="checkbox"/> Primark website |
| <input type="checkbox"/> Job centre | <input type="checkbox"/> Recruitment website (please specify)..... | <input type="checkbox"/> Friend |
| <input type="checkbox"/> Other (please specify)..... | | |

PERSONAL DETAILS

| | |
|--|---|
| FIRST NAME: | SURNAME: |
| TELEPHONE NUMBER: | MOBILE NUMBER: |
| POSTAL ADDRESS: | PERMANENT ADDRESS (IF DIFFERENT) |
| | |
| POSTCODE: | POSTCODE: |
| EMAIL ADDRESS | |

NATIONAL INSURANCE NUMBER/PPS NUMBER:

Have you previously worked for Primark/Penneys: YES NO

If yes, please give dates and details of location:

EMPLOYMENT HISTORY – Please detail your current and previous job history. (Start with your most recent/current employer). Please continue on a separate sheet of paper, if required.

| DATES OF EMPLOYMENT | NAME AND ADDRESS OF EMPLOYER | JOB TITLE/MAIN RESPONSIBILITIES | REASON FOR LEAVING | SALARY/ RATE OF PAY |
|---------------------|------------------------------|---------------------------------|--------------------|---------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Please give an explanation for any gaps in employment

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EDUCATION/TRAINING

| INSTITUTION | QUALIFICATION | SUBJECT | RESULT |
|-------------|---------------|---------|--------|
| | | | |
| | | | |
| | | | |

SKILLS/EXPERIENCE

In support of your application, please detail any relevant skills, qualifications or personal qualities which you believe are relevant to the position you are applying for with Primark

Please give details of your interests and hobbies:

AVAILABILITY – SUPERVISORS/RETAIL OPERATIVES ONLY

Employees working rosters are organized in line with trading hours and the operational needs of the business. In order to match your availability to our vacancies, please indicate your maximum availability throughout the whole week:

| | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---------------------|--------|--------|---------|-----------|----------|--------|----------|
| EARLIEST START TIME | | | | | | | |
| LATEST FINISH TIME | | | | | | | |

Please indicate if you would be available to work public holidays YES NO
 Please note that Weekend Staff have a contractual liability to work on Public Holidays

AVAILABILITY – RETAIL MANAGEMENT ONLY

The normal operational requirements of the retail environment involve managers working various shift patterns over 7 days organised on a rota basis.

Please confirm that you have this availability YES NO

If due to personal circumstances, you anticipate any difficulty in complying with these working arrangements, please provide details:

LOCATION – RETAIL MANAGEMENT ONLY

For operational reasons, re-location from one store to another as the exigencies of the business demand is often required.

Please confirm this is acceptable to you YES NO

If not, please provide details:

ADJUSTMENTS/ASSISTANCE

In accordance with the Disability Discrimination Act 1995 (UK)/ Employment Equality Act, 1998-2007 (ROI) and good practice, we are committed to providing people with disabilities an opportunity to compete fairly for jobs.

We are committed to fair selection practices and wish to support applicants in this regard. Therefore, please notify us below if there are any adjustments required in order to enable you to attend an interview?

.....

CRIMINAL RECORD

Have you ever been convicted of a criminal offence? YES NO

If yes, please give details.....

(NB: UK applicants need only give details of any criminal convictions not yet “spent” under the Rehabilitation of Offenders Act 1974)

ELIGIBILITY

Primark has a legal duty to check that all employees are legally entitled to work in the country. To enable Primark to comply with this, please answer the following questions. In addition, in line with Primark's recruitment procedures, all applicants will be required to produce an original and photocopy of applicable documentation evidencing their legal right to work in UK/ROI. Please confirm that you hold one of the following:

- A passport (or birth certificate) confirming that you are a British or Irish citizen? **YES** **NO**
- A passport or national identity card from an EEA member state or Switzerland? **YES** **NO**
- Non-EEA passport and legal evidence of your right to work within UK/ROI? **YES** **NO**

REFERENCE DETAILS

References will only be requested upon offer of employment or with your prior approval. If you are in employment, one reference must be from that organization. Other references may include either previous employers or educational institutions.

| | |
|-----------------------------|-----------------------------|
| NAME: | NAME: |
| JOB TITLE: | JOB TITLE: |
| ADDRESS: | ADDRESS: |
| POSTCODE: | POSTCODE: |
| TELEPHONE NUMBER: | TELEPHONE NUMBER: |
| EMAIL ADDRESS: | EMAIL ADDRESS: |
| RELATIONSHIP TO YOU: | RELATIONSHIP TO YOU: |

DATA PROTECTION

The information provided in this application form will be treated as private and confidential by Primark and will be processed for the purpose of selection/recruitment. Where your application is successful, Primark may from time to time process this information for administration of the employment relationship and business management purposes. Primark are committed to processing data in accordance with the provisions of the Data Protection Act 1998 (GB) and Data Protection Acts, 1988 and 2003 (ROI). Please note that Primark may approach third parties to verify the information you have provided. By signing this form below you will be providing Primark with your consent to all of these uses, including the processing of sensitive personal data such as your health or commission or alleged commission of any offences.

DECLARATION

To the best of my knowledge the information given above is true, accurate and complete. I understand the Company reserves the right to decline to offer me employment/withdraw an offer or to dismiss me without notice should the information given by me prove to be inaccurate or misleading in any way.

I understand that all offers of employment are subject to and conditional on the receipt of satisfactory references and that in the event of my commencing employment prior to the receipt of references, the subsequent receipt of unsatisfactory references would entitle Primark to terminate the employment without notice.

I also understand that in appropriate circumstances any offer may be conditional upon receipt of a satisfactory medical and/or acceptable criminal records bureau checks.

SIGNATURE:

DATE:

Please note that only applicants shortlisted for interview will receive a reply.

PRIMARK IS AN EQUAL OPPORTUNITIES EMPLOYER