



Lincolnshire Co-operative Ltd

Why not come and join our team

Lincolnshire Co-operative aims to provide an attractive and safe working environment for employees, dealing with them fairly and providing training to enable them to fulfil their role and maximise their potential. This shows that we are committed to developing our staff. Indeed when you start to work for Lincolnshire Co-operative you will be working for a Society which has been awarded 'Investors in People'.

At Lincolnshire Co-operative we value the differences every individual can make and we recognise the different experiences, values and backgrounds of everyone. We embrace diversity and take our commitment to Equality of Opportunity seriously.

We are a Co-operative Society employing over 2,300 people throughout Lincolnshire. Our latest Staff Opinion Survey highlights the value we place on our people, with 92% of respondents stating that they enjoy their work. New employees to the Society also feel they are welcomed, with the majority feeling that they were quickly made to feel part of the team.

Our people are able to contribute and keep up-to-date with developments through our Staff Suggestion Scheme, newsletter and intranet to name a few. Employees receive training relevant to their role and receive regular development reviews to build upon current skills and develop their careers.

Once you have successfully completed your probationary period, as an employee at Lincolnshire Co-operative you will be able to take advantage of a variety of staff benefits available,

- Pension Scheme
- Minimum 21 days Annual Leave
- Staff Bonus
- Staff Discount Scheme
- Training and Development
- Childcare Vouchers
- Annual Performance and Development Review
- Credit Union
- Staff Suggestion Scheme
- Staff Welfare Association



Employment continued

Please account for any period of non-employment giving dates and reason.

Describe in more detail your key responsibilities and achievements relevant to the position applied for

Education and Training

School/College/Other	Dates	Examinations or courses taken and grades gained where known

Skills, Experience and Ability

What specific abilities, skills and experience do you possess that you believe will make you suitable for the role you have applied for, focussing upon the following competencies where appropriate? Please continue on a separate sheet if necessary.

Team Work

Motivation

Customer Service

How do you feel you can contribute to the Co-operative's principles and mission as outlined in the information sheet on the front? Please continue on a separate sheet if necessary.

Retail staff may be required to work flexible hours throughout the week at any point during the store opening hours. Please indicate whether you are able to work the advertised hours for the vacancy at any time during the store/office opening hours? **Yes or No**

Working for us

Details of past employment with Lincolnshire Co-operative Ltd or subsidiary companies.

Branch/Department

Dates from

Dates to

Position held

Name of immediate Supervisor

Details of relatives employed by Lincolnshire Co-operative Ltd. or subsidiary companies.

Name

Branch

Position held

Driver Information (see also declaration item 13)

Type of driving licence

Date of test

Permitted groups

Licence number

Have you:

a) Been convicted of any driving or motoring offence within the last five years (eight if drink driving) or is any prosecution pending? **Yes or No** (if Yes give full details)

b) Been involved in a road accident during the last five years? **Yes or No** (if yes give details)

Disability Discrimination Act

The Disability Discrimination Act (DDA) defines disability as 'a physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day-to-day activities'. The Society is committed to equality for all individuals. If you have a disability but meet the criteria for the job, your disability will not affect your application. To enable us to make necessary arrangements for the selection procedure please answer the following question.

Do you consider yourself to have a disability? **Yes or No**
If yes please describe your disability
Please indicate any individual access/facilities or special requirements. (ie communicator, ramps or car parking)

Criminal Convictions

Have you ever been convicted, had a caution or been reprimanded for a criminal offence? **Yes or No**

If 'Yes' please give details (under the Rehabilitation of Offenders Act 1974, spent convictions need not be declared)

Additional Information

Please include any further information which you feel may support your application (including hobbies, interests and/or official appointments).

Referees

Give name, position and address of two persons (to include your last employer, if applicable) and other (not relatives/friends etc) to whom the Society may apply for references. (References will be taken up - see declaration item 2.)

Name (last employer)

Name

Address

Address

Position

Position

Eligibility to work in the UK

Do you require a permit to work in the UK? **Yes or No**

If yes please give details

Please note that any offer of employment will be subject to proof of eligibility to work in the UK.

Please read before signing - To be completed by all applicants

1. Your Contract of Employment will be issued to you at your place of work within eight weeks of your commencement.

2. I understand that if I am offered, or have commenced employment prior to the receipt of references and these should prove to be unsatisfactory, the offer may be withdrawn, or my engagement may be terminated without prior notice and upon payment only of those days worked by me.

3. I understand that the first 13 weeks of my employment are regarded as a probationary period and continuity of my employment is subject to the satisfactory completion of this period and that this trial period is subject to earlier termination by either party giving statutory notice.

4. I am aware that the Society recognises employees' rights regarding Trade Union Membership and encourages employees to become a member of the appropriate Trade Union and that the Terms and Conditions of my Employment will be in accordance with the agreement(s) negotiated by the Society with the appropriate Trade Union/National Joint Council or local agreement.

5. I am aware that where safety equipment or procedures are laid down in accordance with the Society's policy or statutory provisions, failure to wear or use such equipment safely or to follow such procedures as directed, could lead to disciplinary action.

6. I am aware that my employment and its continuity may require that I successfully pass any medical examination/assessment that the Society considers relevant and will not unreasonably refuse to undertake these.

7. I am aware that if I am eligible and do not join the Lincolnshire Co-operative Ltd. Pension Scheme or other such appropriate pension scheme as notified to me, I may apply to join at a later date, and that application will be dealt with by the Trustees of the Scheme.

8. I am prepared to undergo whatever training and assessment is thought necessary by the Society, wherever it is appropriate for such training and assessment to be given, at any time, during the course of my employment with the Society.

9. I understand that it is a condition of my employment with the Society that my wages will be paid directly into a bank account. If I do not have one, I agree to open a current account with a bank on my commencement of employment for this purpose.

10. I understand and agree that the Society pays wages on a 4-weekly payment basis in arrears (monthly for Holland Brothers).

11. I understand that Sunday is a normal trading day. I understand and agree that I will work on a Sunday as part of my normal working week if required to do so.

12. I hereby agree that upon the termination of my employment the Lincolnshire Co-operative Ltd. is duly authorised to deduct from any monies owed to me by the aforementioned Society at that time, any outstanding sums owed by me to Lincolnshire Co-operative Ltd.

13. Drivers only - In the event of being convicted of any driving offence which results in penalty points being endorsed upon my licence, whether or not the offence is committed in a private motor vehicle, I agree to notify the Society's Transport Department. In the event that I am prohibited from driving (for whatever reason) which results in the loss of my driving licence, I am aware that unless suitable alternative employment can be found within the Society, my employment will be terminated.

14. I am aware that the Society uses the Criminal Records Bureau (CRB) & Independent Safeguarding Authority (ISA) services for making safer recruitment decisions. I agree to fully co-operate in the disclosure process, if requested by the Society.

15. I understand that it is a condition of my employment that if I am arrested, convicted of a criminal offence, bound over, or cautioned, pending appointment to, or whilst employed in the society's service, that I must report details of the matter to Head of People and Performance/Senior People and Performance Manager. I am aware that a failure to do this may result in disciplinary action being taken.

I have read the above and certify that the information given therein by me to Lincolnshire Co-operative Ltd, or their agent, is correct. I agree to abide by the Rules and Conditions of the Society in particular those referred to in the Staff Induction & Handbook (which is issued on commencement and is also available from People & Performance), and to observe the rules for the department in which I work. I understand that I may be subject to security checks.

I hereby consent to the data on the Application Form, freely given by me, to be held by Lincolnshire Co-operative Ltd, in an organised filing system. I further consent to the data being used by Lincolnshire Co-operative Ltd., or by its Group Companies, for any purpose that promotes the furtherance of its business. I understand that the data will not be sold or made available to any third-party and that the data will not be used for any purpose that contravenes the Data Protection Act as in force at the time.

Signed

Date

Note to interviewer: Ensure all the relevant recruitment paperwork is enclosed within the application form.

Your job Application



To find out more about the society, visit our website on www.lincolnshire.coop

Please complete this form using black ink. All information will be treated in confidence.

Job applied for

Job ref. number

Earliest start date

Location of job

Where did you hear about the vacancy?

Personal Details

Title

Home telephone number

Mr, Mrs, Miss, Ms, Other (please specify)

Mobile number

Full first name

Email address

Surname or family name

Next of Kin Details

Address

Next of kin

Postcode

Next of kin address

National Insurance Number

Contact number

Employment

List employment history giving current or last employer first with current or last position held.

Name and address of employer	Position held	Dates	Final salary and reason for leaving
		From To	
		From To	
		From To	
		From To	

Lincolnshire Co-operative

Our Co-operative principles make us different from other businesses and they are:

- * Voluntary and Open Membership
- * Education, Training and Information
- * Democratic Member Control
- * Co-operation among Co-operatives
- * Member Economic Participation
- * Concern for the Community
- * Autonomy and Independence

Our mission

Our mission

- to be a successful co-operative business

Providing

the widest possible range of services for our members

Maintaining

quality, value and ethical principles

Building

for the future by generating profits to develop our services, pay dividends to members and support our local communities

Encouraging

customers to become members and to be involved in running their society

Developing

the skills our staff need, to help achieve our mission

For further information about Lincolnshire Co-operative, and to find out what some of our people say about working for us visit www.lincolnshire.coop.

If you would like to apply online, please visit www.lincolnshire.coop

Please be advised that it is not the Society's Policy to acknowledge receipt of Application Forms, but you will be advised as soon as possible if you are to be considered or invited for an interview. Should you not hear from us, your application will have been unsuccessful on this occasion.

This section is perforated for you to detach and keep.

We would like to thank you for the interest you have shown in applying to us and wish you every success.

Please return your completed form to:
Lincolnshire Co-operative Limited, People & Performance, Stanley Bett House, 15/23 Tentercroft Street, Lincoln, LN5 7DB.