



APPLICATION FORM

TOYS "R" US IS AN EQUAL OPPORTUNITIES EMPLOYER

Toys "R" Us provides equal opportunities for all job applicants and employees. We work in an environment where each individual is treated in the same way regardless of their religious beliefs, political opinion, race, sex, marital status, ethnic origin, sexual orientation, disability or age. Equally, promotion and training opportunities are entirely based on an employee's ability and job performance.

Please complete this form fully in block capital letters using black ink. Where an asterisk (\*) is shown, delete the information which does not apply to you.

Source of Application: INTERNET DOWNLOAD

Which position are you applying for?

Days available for work* Sun/Mon/Tues/Weds/Thurs/Fri/Sat Permanent/temporary*	Shifts*: mornings/afternoons/evenings/nights Preferred number of weekly hours
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Have you worked in retail before?\* Yes/No

ABOUT YOU

Surname:	Forenames:
Your Full Postal Address:	Your home telephone number (including dialling code):
Post Code:	Your work telephone number if appropriate:

Are you legally entitled to work in the UK? Yes  No   
 In line with the Asylum and Immigration Act 1996 we have to ask you for proof of your eligibility to work in the UK. Therefore, if you are invited to an interview, please bring along documentary evidence of your right to work in the UK!<sup>1</sup>

Would you be willing to undergo a medical examination? Yes  No

Are you prepared to work anywhere in the UK? Yes  No   
 If no - which are your preferred locations:

	Yes	No
Do you have a current full driving licence?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a car owner?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any endorsements or points on your licence? If yes, how many?	<input type="checkbox"/>	<input type="checkbox"/>
Have you any prosecutions pending which may affect your driving licence? If yes please give details:	<input type="checkbox"/>	<input type="checkbox"/>

Do any of your friends or relatives work for Toys "R" Us or any other major toy retailer or supplier? Yes  No   
 If yes, please give the name of the individual and where they work.

If offered this position do you intend to work in any other capacity? Yes  No   
 If yes, please provide details

<sup>1</sup>Appropriate documentary evidence would be: a current UK passport or a current passport issued by a member of the European Economic Area or a current passport issued by a non EEA country which contains a stamp/travel or residence document/visa. If you are unable to provide one of the aforementioned documents you **must** provide a document which contains your NI number i.e. P45, P60, NI card **and** a full UK Birth Certificate which names your parents or a Birth Certificate issued in the Channel Islands, Isle of Man or Ireland, or a certificate of registration or naturalisation as a British citizen, or a letter issued by the Home Office stating that you have been given indefinite leave to enter or remain in the UK, and are entitled to take the employment in question.

As part of the normal recruitment process, Toys "R" Us undertakes checks on credit references, National Insurance Contributions and electoral roll details. Please confirm your agreement to this process. Yes  No

If you have lived at your current address for less than 3 years please give details of your previous address:

Have you ever been convicted of a criminal offence? (You do not have to declare any offence deemed as spent under the Rehabilitation of Offenders Act 1974). Yes  No

If yes, please give details:

Would you be willing to obtain a copy of your Police National Computer record? Yes  No

Have you any court appearances or alleged criminal offences outstanding or pending at the time of your application? Yes  No

If yes, please give details:

### ABOUT YOUR EDUCATION

If you are asked to attend an interview you will be asked to provide the dates of your education at the interview. Leave the shaded area blank now and ensure that you are fully prepared to provide us with the information when attending your interview.

Please detail the names and addresses of schools, colleges and Universities attended since age eleven.

Please give details of examinations passed and qualifications obtained with grades.

#### Dates Attended

From		To	
Month	Year	Month	Year

If you have attended any additional courses/training or gained additional skills (including membership of professional bodies) please detail them below (including names and addresses)

#### Dates Attended

From		To	
Month	Year	Month	Year

## ABOUT YOUR WORK EXPERIENCE

Starting with your most recent employer and working backwards, please give details of your previous jobs (continuing on a separate sheet if necessary).

If you are asked to attend an interview you will be asked to provide the dates of your employment at the interview. Leave the shaded area blank now and ensure that you are fully prepared to provide us with the information when attending your interview.

Current/Last employer: Full Postal Address:		Please detail your specific dates of employment including date, month and year:  From:  To:
Telephone Number:	Nature of Business:	
Duties/Responsibilities:		
Job Title:	Reason for leaving:	Please give us the name and position of your immediate manager:
Final Salary:	<input type="checkbox"/> Resignation	
Regular bonus:	<input type="checkbox"/> Redundancy	
Commission/ Overtime:	<input type="checkbox"/> Dismissal <input type="checkbox"/> End of Fixed Term Contract	
Previous employer: Full Postal Address:		Please detail your specific dates of employment including date, month and year:  From:  To:
Telephone Number:	Nature of Business:	
Duties/Responsibilities:		
Job Title:	Reason for leaving:	Please give us the name and position of your immediate manager:
Final Salary:	<input type="checkbox"/> Resignation	
Regular bonus:	<input type="checkbox"/> Redundancy	
Commission/ Overtime:	<input type="checkbox"/> Dismissal <input type="checkbox"/> End of Fixed Term Contract	
Previous employer: Full Postal Address:		Please detail your specific dates of employment including date, month and year:  From:  To:
Telephone Number:	Nature of Business:	
Duties/Responsibilities:		
Job Title:	Reason for leaving:	Please give us the name and position of your immediate manager:
Final Salary:	<input type="checkbox"/> Resignation	
Regular bonus:	<input type="checkbox"/> Redundancy	
Commission/ Overtime:	<input type="checkbox"/> Dismissal <input type="checkbox"/> End of Fixed Term Contract	

What length of notice do you have to give to your present employer?

If you have ever been dismissed from any type of employment please explain the circumstances here:

If at any point since leaving school you have not held a job, have been studying or are returning to work following a break, please tell us what you have been doing.

Have you applied to, or worked for Toys "R" Us before?

Applied  
Worked

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please give us some more details:

Please list the dates of any holidays already arranged:

Please detail any additional information in support of your application:

Toys "R" Us will use this application form during the recruitment process and in the event that you are offered a position within the Company, this form will be kept, along with your terms and conditions of employment; training checklists; appraisals; references; absence records; disciplinary discussions and any other documents relating to your employment. Your personal data (and computerised record thereof) may be accessed by the Personnel Department; Payroll Department; your managers and senior members of management and external administration organisations. Your data will be used for the purpose of the commencement, the continuation, the adherence to, and the termination of your contract of employment; providing and obtaining references; disciplinary issues and investigations. In the event that you are unsuccessful, this form will be retained for one year and subsequently disposed of confidentially. Should you leave the Company, we may, upon request, supply references in respect of your employment history, including your sickness record, to future employers.

Please sign to confirm your consent to this processing \_\_\_\_\_

Print Name \_\_\_\_\_

Please check all the answers you have given on this application form and read the statement below carefully before signing it.

I understand that any offer of employment by Toys "R" Us Ltd is subject to a satisfactory medical examination (if required), and the receipt of references acceptable to the Company, for which purpose the Company reserves the right to contact any of my previous employers for the purpose of obtaining references.

I confirm that I have completed this application form fully, accurately and truthfully.

I further understand that the Company will rely on what I have told it, when making an offer of employment to me, and that any untruth or mis-statement in any of the above sections, or in any job interview, will result in the immediate withdrawal of any job offer, or the immediate and summary termination of any employment I may have accepted. I appreciate that if I have started employment, the company will have incurred costs in relation to my training programme, and I agree to reimburse that cost in full to the company, if my employment is terminated, or I choose to terminate it, in these circumstances. I agree that such costs may be deducted in full from any money that may otherwise be due to me at the time of termination.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only

Interviewer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you for your application to Toys R Us. Please note that we will only contact you if we wish to progress your application further. If you do not hear from us, please assume that your application has been unsuccessful.