

PEMBERLEY NATURAL HISTORY BOOKS

Job application form

Vacancy title: Bookshop and E-commerce Manager

Please complete and return to Pembooks@MSN.com

Closing date for applications: 27 February 2026

** indicates required fields*

Section 1: Personal details

Last name:*

First name:*

Address:*

Postcode:*

Daytime Contact No.:*

E-mail address:*

National Insurance No.

Section 2: Right to Work in the UK

Do you have the legal right to work in the UK?

Yes

☐

No

☐

Please complete and return to Pembooks@MSN.com

If your right to work is time-limited, please provide details:

(You will be required to provide evidence of your right to work if offered the role.)

Section 3: Driving Licence

Do you hold a full, clean driving licence valid in the UK? **Yes** ☐ **No** ☐

Section 4: Availability

Notice period (if currently employed):*

Earliest possible start date:*

Are you available to work one or two Saturdays per month as required? **Yes** ☐ **No** ☐

Section 5: Education and Qualifications

School A-level or equivalent	Qualification and Grade	Date obtained
College/University	Qualification and Grade	Date obtained
Any Ongoing Professional Development	Qualification and Grade	Date obtained

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

Section 6: Employment history

Previous employment: Include any previous experience (paid or unpaid), starting with the most recent first.

1. Current or most recent employer

Name of employer:

Address:

Postcode:

Position held:

Date started:

Leaving date:

Reason for leaving:

Key responsibilities and achievements:

2. Previous employer

Name of employer:

Address:

Postcode:

Position held:

Date started:

Leaving date:

Reason for leaving:

Key responsibilities and achievements:

3. Previous employer

Name of employer:

Address:

Postcode:

Position held:

Date started:

Leaving date:

Reason for leaving

Key responsibilities and achievements:

Section 7: Skills & Experience

Please state your skills and experience which are relevant to this position.

Section 8: Interest in the Role

Please explain why you are interested in this position and in working for Pemberley Natural History Books

Section 9: Additional Information

Please provide any other information you feel is relevant to your application (for example, availability, flexibility, or additional skills).

Section 10: Convictions/ Disqualifications

Do you have any unspent criminal convictions or conditional cautions?

Section 11: Reasonable adjustments/Arrangements for the interview

If you need us to make any adaptations for your interview to accommodate any disability you may have, please tell us what these should be.

Section 12: References

Please give the details of **two** references, one of whom should be your current or most recent employer (if applicable).

**1. Name of
referee and
relationship to
you:**

Address

Postcode:

Email:

Tel:

**2. Name of
referee and
relationship to
you:**

Address:

Postcode:

Email:

Tel:

Data Protection Statement (UK GDPR)

Pemberley Natural History Books will process your personal data in accordance with the UK General Data Protection Regulation (UK GDPR). Your data will be used solely for recruitment purposes and will be retained only for as long as necessary.

Section 13: Declaration

Statement to be signed by the applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:*

Date:

Guidance sheet

References

We will take up professional references once you have been interviewed and if provisionally offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Do not include family members or friends as referees.

You will only be confirmed in the post once we are satisfied with the information received from your referees.

Selection Procedure

Once the application deadline has passed, shortlisted candidates will be invited to attend an interview at Pemberley Natural History Books. The interview will take place on site and will include an opportunity to tour the shop and meet members of the team.

Following the interview stage, the preferred candidate will be invited to undertake a three-day paid work experience placement. This is designed to provide a more in-depth understanding of the role, working environment and day-to-day operations of the business. It also allows both the candidate and the business to assess mutual suitability before a final appointment is made.

The work experience placement will be paid at an agreed daily rate, will be fully supervised, and will not form part of the formal selection interview. Participation does not guarantee an offer of employment.

Any offer of employment will be subject to satisfactory references and confirmation of the right to work in the UK.

Return to Pembooks@msn.com

Closing date for applications: 27 February 2026