	<b>Human Resources</b>	Revision 19	<b>HR 004F</b>
	<b>Application Form</b>	Revised 02.07.2017	Authorised by HR Manager

**APPLICATION FOR EMPLOYMENT**

**Confidential Record**

This form must be completed fully and honestly. If any sections are not applicable please write "n/a" in the space provided.

**INCOMPLETE APPLICATION FORMS WILL NOT BE PROCESSED**

*If you have received this form electronically and require this form to be posted out to you so you can fill it in more easily, or for it to be submitted in a different format, please contact the HR Manager.*

**APPLICATION DETAILS**

<b>POSITION APPLIED FOR</b>	
<b>DATE OF APPLICATION</b>	
<b>SALARY REQUIRED</b>	

**PLEASE INDICATE CLEARLY ALL SHIFT PATTERNS YOU ARE PREPARED TO WORK**

Day shift (40 hours a week)       Part time hours (please state hours)   
 Evening shift (40 hrs a week)       .....


**NB The Company reserves the right to change shift patterns by serving employees with the required notice.**

**PERSONAL DETAILS**

<b>FORENAME</b>		<b>SURNAME</b>	
<b>CONTACT DETAILS</b>	Landline	Email	
	Mobile phone		
<b>HOME ADDRESS</b>			
<b>ARE YOU:</b>			
A TENANT <input type="checkbox"/> A HOME OWNER <input type="checkbox"/> LIVING WITH PARENTS <input type="checkbox"/> OTHER <input type="checkbox"/> (please state)			
<b>DO YOU OWN A CAR?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<b>DO YOU HOLD A CURRENT UK DRIVING LICENCE?</b>
			YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>HAVE YOU ANY CURRENT ENDORSEMENTS ON YOUR DRIVING LICENCE?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please give details:
<b>DO YOU HOLD A CURRENT FORK LIFT TRUCK CERTIFICATE?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please specify type of FLT Certificate held, and provide a copy of the valid certificate
<b>DO YOU HOLD A CURRENT FOOD SAFETY CERTIFICATE?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please provide a copy of valid certificate

**LANGUAGES**

<b>DO YOU SPEAK OR READ A FOREIGN LANGUAGE?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	If yes, give details:	

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**EDUCATION & QUALIFICATIONS** *(starting with most recent)*

INSTITUTION <i>(Name &amp; Address)</i>	DATES TO /FROM	TITLE OF AWARD <i>(e.g. A-level / Degree Etc)</i>	RESULTS <i>(Achieved/Expected)</i>

**EMPLOYMENT EXPERIENCE** *(starting with most recent .. please use a separate sheet if there are more than 3)*

<b>COMPANY NAME &amp; ADDRESS</b>		<b>DATE FROM</b>	DD/MM/YY ...../...../.....
		<b>DATE TO</b>	...../...../.....
<b>JOB TITLE</b>		<b>YEARS OF SERVICE</b>	
<b>DUTIES/ RESPONSIBILITES</b>			
<b>RATE OF PAY</b>			
<b>REASON FOR LEAVING</b>			


<b>COMPANY NAME &amp; ADDRESS</b>		<b>DATE FROM</b>	DD/MM/YY ...../...../.....
		<b>DATE TO</b>	...../...../.....
<b>JOB TITLE</b>		<b>YEARS OF SERVICE</b>	
<b>DUTIES/ RESPONSIBILITES</b>			
<b>RATE OF PAY</b>			
<b>REASON FOR LEAVING</b>			

<b>COMPANY NAME &amp; ADDRESS</b>		<b>DATE FROM</b>	DD/MM/YY ...../...../.....
		<b>DATE TO</b>	...../...../.....
<b>JOB TITLE</b>		<b>YEARS OF SERVICE</b>	
<b>DUTIES/ RESPONSIBILITES</b>			
<b>RATE OF PAY</b>			
<b>REASON FOR LEAVING</b>			

**PRE-BOOKED HOLIDAY**

**PLEASE CLEARLY STATE  
THE DATES OF ANY PRE-  
BOOKED HOLIDAY**

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GENERAL	
INTERESTS/HOBBIES	
OFFICES HELD IN SOCIAL/SPORTS CLUBS ETC	
PUBLIC DUTIES UNDERTAKEN (local councilor etc)	

If offered this position will you continue to work for yourself or another employer in any other capacity? YES  NO

If yes, please give details

Do you have any prosecutions pending or any criminal convictions other than those which are classed as spent under Section 4(2) of the Rehabilitation of Offenders Act 1974? YES  NO


If Yes, please give details.

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? YES  NO

If you are successful in your application would you require permission to work in the UK? YES  NO

To comply with the Asylum & Immigration Act 1996, documentary proof of your right to work in the UK will be required should you be offered the position.

REFERENCES: Please provide details of two referees, one must be your present or most recent employer.	
May we obtain a reference form your current or most recent employer before a second interview is arranged.	<input type="checkbox"/> Yes <input type="checkbox"/> No
NAME AND POSITION OF REFEREE 1	
ORGANISATION	
ADDRESS	
TELEPHONE NUMBER AND/OR E-MAIL ADDRESS	
NAME AND POSITION OF REFEREE 2	
ORGANISATION	
ADDRESS	
TELEPHONE NUMBER AND/OR E-MAIL ADDRESS	

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**IF SUCCESSFUL, WHEN WOULD YOU BE AVAILABLE TO START?**

**RECRUITMENT POLICY**

It is the company's policy to employ the person best qualified for the position, and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, sex or sexual orientation, marital or civil partnership status, age, religion, disability or any other protected characteristic.

**DECLARATION**

I authorise the Company to obtain references to support this application **before / only once\*** an offer has been made and accepted, and release the Company and referees from any liability caused by giving and receiving information. To the best of my knowledge all the information I have given is true. I understand that any false statement may disqualify me from employment or render me liable to dismissal. \* **Delete as appropriate**

The information provided on this form will be used for recruitment and selection purposes only.

Signature

Date

**FOR OFFICE USE ONLY**

DATE RECEIVED: ..... EVALUATED BY: ..... SHORTLISTED FOR INTERVIEW: YES / NO

SPECIAL REQUIREMENTS: YES / NO (if yes, details) .....

**1<sup>st</sup> INTERVIEW**

DATE: ..... TIME: .....

INTERVIEWER: .....

Scores – 1= Very Poor, 5= Excellent

	1	2	3	4	5
Timekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Comment

PROGRESS TO 2<sup>ND</sup> INTERVIEW YES / NO  
IF NO, WHY (this must be completed in compliance with the Equality Act 2010)

APPLICANT ADVISED YES / NO

IF YES, DATE PASSED TO RECRUITING MANAGER:  
.....

SIGNATURE OF INTERVIEWER: .....

**2<sup>nd</sup> INTERVIEW**

DATE: ..... TIME: .....

INTERVIEWER: .....

	1	2	3	4	5
Engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asked Questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good fit for team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Comment

JOB OFFER YES / NO  
IF NO, WHY (this must be completed in compliance with the Equality Act 2010)

SIGNATURE OF INTERVIEWER: .....

**HR USE ONLY**

APPLICANT ADVISED DATE .....

START DATE .....