

69 JULIAN ROAD
ROMAN RIDGE IND. ESTATE
WINCOBANK
SHEFFIELD
S9 1FZ



Telephone 0114 242 2001
Fax 0114 242 2038
Email
sue.gravill@brookbakery.co.uk

- An equal opportunity employer -

EMPLOYMENT APPLICATION FORM

Please complete all questions in your own handwriting.

The information provided on this application form will remain private & confidential and will only be used for the purpose of selection/recruitment or for subsequent employment administration if the application is successful. On completion please return the form to Mrs Susan Gravill at the above address.

POSITION APPLIED FOR _____

Please note this information is used solely to monitor the organisations Equal Opportunities Policy

PERSONAL DETAILS

Surname _____ Forenames _____

Address (inc postcode) _____ Date of Birth _____

_____ Marital Status _____

_____ Nat Ins No. _____

_____ No. of Dependants _____

Telephone _____ Mobile _____

Sex M/F _____ Nationality _____

If the job requires it: (tick as appropriate)

1. Will you travel?
 2. Will you work overtime?
 3. Will you work shifts of flexible working arrangements?
-

EDUCATION/TRAINING

Name of School/College	Dates	Subject/Qualifications Obtained
Further Education		
Professional/ Other Training		

WORK RELATED SKILLS

Please give details of any N/SVQ certificates, diplomas, etc you have obtained that are job related. Include any licences you have and specify when awarded and grades if applicable.

Name/Skill	Dates	Subject/Qualifications Obtained

OTHER SKILLS

Languages, computer literacy etc

HEALTH

Do you have any health/disability problems at the moment, which may be relevant? Yes/ No
If yes please give brief details.

How many days have you lost through illness during the last 12 months? _____

EMPLOYMENT HISTORY

PRESENT (LAST) EMPLOYMENT DETAILS

Name of Employer and location: _____

Nature of business: _____

Your Job Title: _____

Brief details as to the nature of your work. Include details of responsibilities and achievements:

Was your position full/part time: _____

Date joined company: _____

Date appointed to (last) present job: _____

Salary/Wage (current or on leaving): _____

Date left and reason (if applicable): _____

PREVIOUS EMPLOYMENT

Date From/To	Name of Employer	Position held/Duties	Reason for Leaving	Salary

OTHER INFORMATION

Are you currently eligible for employment in the UK? Yes No

Please state what documentation you can provide in order to demonstrate this (e.g. British Passport/European Economic Area Identity Card)

Do you have a driving licence? Yes No

What type of licence is it? Motor Cycle/ Car/ Other _____

Do you have any driving endorsements? Yes No
If yes please give details.

Do you have a criminal record? Yes No

If yes, please give brief details _____

Note: *You are not required to disclose convictions, which are spent as defined by rehabilitation of offenders legislation. However Police checks will be made on commencement of employment.*

Do you have an armed service/public duties commitment? Yes No

If yes please give details: _____

How/where did you learn of this vacancy? _____

Have you applied to the company before? Yes No

If yes please give details _____

Please add here any additional information you wish to support your application including why you think you are suitable for this particular job and any sports or hobbies you have. You may use a separate piece of paper if you wish.

REFERENCES

All appointments are subject to the receipt of satisfactory references. Please provide details of two appropriate referees to whom confidential enquires may be made. These should preferably be:

1. Your supervisor or his/her superior in your current (last) job **AND**
2. A similar individual in a previous employment.

If without two previous jobs or unable to do this please provide – as appropriate – the names of two school or personal referees (though not ones who are related to you).

- | | |
|------------------------|------------------------|
| 1. Name _____ | 2. Name _____ |
| Company _____ | Company _____ |
| Position _____ | Position _____ |
| Address _____ | Address _____ |
| _____ | _____ |
| Contact tel. No. _____ | Contact tel. No. _____ |

Please indicate how these individuals know you and how they know about your work abilities, etc.

1. _____
2. _____

Please state whether we may approach these referees at any time or only after an offer of employment has been made; At any time: Only after offer:

DECLARATION

I declare that to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable for dismissal. I understand that any job offer is subject to satisfactory references and a probationary period and (if the company believes it appropriate) a satisfactory medical report.

Signature _____

Date _____