

HIGHBURY POULTRY FOOD PRODUCE LTD



EMPLOYMENT APPLICATION

The form may be typed or handwritten using black or blue ink.

APPLICANT INFORMATION				
Surname		First Name	Initial	Date
Address				
Phone No		E-mail Address		
Date Available	National Insurance No		Desired Salary	
Position Applied for				
Are you a UK citizen? YES <input type="checkbox"/> NO <input type="checkbox"/> If not, do you have a permit to work in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/>				
What is your nationality?				
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, when?				
CURRENT EMPLOYMENT <i>(Please Continue On A Separate Sheet If Required)</i>				
Name & Address	Dates		Job Title	Main Responsibilities
	From	To		
May we contact your employer for a reference prior to an offer of employment?				YES <input type="checkbox"/> NO <input type="checkbox"/>

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EDUCATION *(Please continue on a separate sheet if required)*

Name and Address of Schools and Colleges attended from the age of 11	Dates		Subjects, Grades and Qualifications Obtained
	From	To	

Do you have membership of any professional bodies? *(If so please give details)*

Are you undertaking any course of study at present? *(if so please give details)*

It is the Company's Policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out

REFERENCES *(Please give details of two professional references)*

Name:	Name:
Address:	Address:
.....
.....
.....
Telephone No.:	Telephone No.:
Email:	Email:
Position Held:	Position Held:

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature Date

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DRIVING

Do you hold a full clean Driving Licence? Yes / No Do you have use of a car?

Do you have any Motoring Convictions? (If yes, please give details)

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DISCLOSURE OF CRIMINAL CONVICTIONS

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) Yes No

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account.
Guidance and criteria on filtering of these cautions and convictions can be found on the Disclosure and Barring Service Website.

(Declaration subject to the Rehabilitation of Offenders Act 1974)

If yes, give details

GENERAL

Public duties (JP, local councillor, etc.) undertaken?

Interests/hobbies (give details of pastimes, sports, etc.)

If offered this position will you continue to work in any other capacity? Yes No

If yes, give details:

DISABILITIES

Do you require any special arrangements to be made for your Interview / Assessment Test on account of a disability? Yes No

If yes, please give brief details of the effects of your disability on your day to day activities, and any other information that you feel would help us to accommodate your needs during your Interview / Assessment Test and thus meet our obligations under the Equality Act 2010:

ASYLUM AND IMMIGRATION ACT 1996

Under Section 8 of the Asylum and Immigration Act 1996 all potential employees are required by law to provide documentary evidence to confirm their eligibility to work in the UK. (Documents must be original – photocopies will not be accepted).

If you are short listed to attend for assessment/interview you will be required to produce these documents. If you are unable to produce the necessary evidence we are not permitted by law to consider your application.

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DATA PROTECTION

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request and on payment of a fee the right of access to personal data held about them.

I hereby give my consent to Highbury Poultry Food Produce Limited processing the data supplied in this application form for the purpose of recruitment and selection.

Declaration:

I declare that the information given in this application is to the best of my knowledge complete and correct.

Signature

Note: Any false, incomplete or misleading statements may lead to dismissal

**Completed application forms should to be returned to
Human Resources,
Highbury Poultry Food Produce Limited,
Manor House Lane
Higher Heath
Whitchurch
Shropshire
SY13 2HJ**

If you wish to email your application, please send it to hr@highbury-poultry.co.uk