



Cotteswold Dairy Ltd

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

1. Position applied for: _____
Date Available for employment from: _____ Salary Expectations: £ _____ pa - or Hourly Rate: £ _____
How did you hear about this position? _____

2. Prepared to work:
Full-time Part-time Consultancy

3. Personal details

Surname: _____ Forenames: _____
Address: _____
_____ Post Code: _____
Telephone: Home: _____ Business: _____ Mobile: _____

4. Do you: Own a Car? YES/NO
Have a current driving licence? YES/NO Provisional Full
Large Vehicle Licence? YES/NO Class 1 Class 2
Forklift Licence? YES/NO

If applying for a position that has driving content please provide details of any endorsements including amount of penalty points and for which traffic offence:

Are you in good health? YES/NO Are there any disabilities which may affect your application? YES/NO

If yes, describe disabilities and:

(a) Any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the position.

(b) Any reasonable adjustments which you feel should be made to the job itself, which would enable you to carry out the job.

Do you speak or read a foreign language? YES/NO Give details: _____

5. Education			
Schools attended from age 11	Dates		Examinations (subjects/results)
	From	To	

6. Further education (if applicable)				
Place of education	Dates		Type of training	Qualifications
	From	To		

7. Occupational qualifications / Institute membership			
College / Institute or other name	Dates		Qualifications / level
	From	To	

8. Previous employment (Please give details of any previous employment, starting with the most recent)

Employer: _____ Nature of business: _____
Address: _____ Starting Date: _____
_____ Leaving Date: _____
Starting Pay £ _____ per _____ Current/Finishing pay £ _____ per _____
Job title: _____ Reason for Leaving: _____
Duties / responsibilities: _____

Employer: _____ Nature of business: _____
Address: _____ Starting Date: _____
_____ Leaving Date: _____
Starting Pay £ _____ per _____ Finishing pay £ _____ per _____
Job title: _____ Reason for Leaving: _____
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GENERAL

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

Offices held in social / sports clubs etc,

10. Public duties (JP, local councillor etc) undertaken or details of any professional organisations:

11. Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act):
YES/NO Reason:

12. Do you require a permit to work in the UK? YES/NO

13. If offered this position, will you continue to work elsewhere in any other capacity? (Give details):

14. Please use this space to outline any other skills/experience or information that may be relevant to this application.

15. Personal referees (Where appropriate, please include your current or previous employer)

Name: _____

Address: _____

Occupation / Position: _____

Telephone: _____

Name: _____

Address: _____

Occupation / Position: _____

Telephone: _____

16. Please give details of next of kin or person who can be contacted in an emergency

Name: _____

Address: _____

Relationship: _____

Telephone no.: Business _____ Home: _____

17. Recruitment policy

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

Data Protection Act 1998

I understand that the company needs to collect and use certain types of information about employees, in order to operate its business and to fulfil its legal obligations under the Data Protection Act 1998 and that the information I have provided on this application form will be used during the recruitment process and if appointed will be used as part of my personnel records.

I consent to the company holding such information on file only for as long as it considers necessary to fulfil the purpose for which it was obtained and to process (including disposing and destroying) it in accordance with the eight Data Protection Principles and the other requirements of the Act and any other procedures laid down by the company for this purpose from time to time. I understand that the company will take all reasonable precautions at all times to guard information against any unauthorised access and use.

I authorise the company to obtain references to support this application process and release the company and referees from any liability caused by giving and receiving information.

Declaration: I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature: _____ Date: _____

Please ensure that you have completed this form fully, mark any blank spaces with N/A to indicate that you have read it but have no information to add. Once you have checked through your application to ensure that it is complete please return marked **Private & Confidential** to:

Cotteswold Dairy Ltd
Human Resource Department
Northway Lane
Tewkesbury
Gloucestershire
GL20 8JE

Name: _____	NI no.: _____ P45 or P46 YES/NO
Starting date: _____	Pension entry date: _____
Job offered: _____	Reference requested: _____
Pay: _____	Driving Licence: _____ Birth Certificate: _____
Hours of work: _____	Proof of qualifications: _____
Dept / Supervisor: _____	Union membership: _____
Payroll no.: _____	
Recruitment source: _____	

Interviewer's use only					Offer	Second Interview	Reject	Hold
Appearance	1	2	3	4	5			
Communication	1	2	3	4	5			
Experience	1	2	3	4	5			
Co-operation	1	2	3	4	5			
General impression	1	2	3	4	5			
Other comments:								
Interviewer (1): _____						Date: _____		
Interviewer (2): _____						Date: _____		
Signature (1): _____								
Signature (2): _____								

Additional personal details – Equal Opportunities Monitoring

Although voluntary applicants are requested to tick the relevant boxes below to enable the company to monitor its equal opportunity policy. Monitoring is recommended by the Codes of Practice for the elimination of racial discrimination and for the elimination of discrimination on the grounds of sex and marital status. This information is for no other purpose and will be treated as confidential and will not be made available to the person who is assessing the applications / completing the selection criteria.

Are you? Male Female

Which of the following describes your ethnic group?

White Black-Caribbean Black-African Black-other (please specify) _____

Indian Pakistani Bangladeshi Chinese Other (please specify) _____

National Insurance no.: _____

Human Resources to detach from application and retain on receipt