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PERSONAL INFORMATION (CONFIDENTIAL)

Please refer to the relevant Job Description when completing your application

Post title:

Job Reference Number (if any):

1. Personal Details

Name:

Address:

Post Code:

Contact details: (Please tick preferred contact detail)

Email address:

Telephone Home:

Business:

Mobile:

2. General

Do you hold a current driving licence? Yes/No

Is it a Full /Provisional /LGV /PCV licence?

Are there any adjustments that may be required to be made should you be invited for interview?

If so, please state here:

Please indicate two people who can provide references -one of whom should preferably be your present/most recent employer:

Name:	Name:
Address:	Address:
Tel.No.	Tel.No.
Email:	Email:
Occupation:	Occupation:
I give/do not give permission to take up my references prior to an offer of employment being made (delete clearly as appropriate).	I give/do not give permission to take up my references prior to an offer of employment being made (delete clearly as appropriate).

3. UK Work Restrictions

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes No

If Yes, please provide details:

If you are successful in your application, would you require a work permit prior to taking up employment? Yes No

PERSONAL INFORMATION CONTINUED (CONFIDENTIAL)

4. Employment history

Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer.

Employer (Name & Full Address)	Jobs Held / Key Achievements	Reason for Leaving

5. Personal Development, Educational, Technical and Professional Qualifications

Please list all courses, memberships, voluntary work or responsibilities you consider relevant and qualifications including grades and names of awarding bodies.

EQUAL OPPORTUNITIES MONITORING

This section of the application will be detached from your application and will be used solely for monitoring purposes.

Walter Smith recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

White:

British Irish Any other white background*

Mixed:

White and Black Caribbean White and Black African White and Asian Any other mixed background*

Black or Black British

Caribbean African Any other Black background*

Asian or Asian British

Indian Pakistani Bangladeshi Any other Asian background*

Chinese or Other Ethnic Group

Chinese Other Ethnic Group*

*Please specify

Gender Please specify

Date of Birth

Do you consider yourself to have a disability:

Yes No

If yes, please state nature of disability:

The Disability Discrimination Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities"

If you wish, you may disclose information about yourself in this section about your:

Religion

Sexual orientation

How did you become aware of this vacancy?

Media:

Date:

Reference:

COMPETENCY APPLICATION FORM RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this role (as outlined in the Competency Specification in the Job Description). You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work).

Communication

Planning and Organising

Team Working

Leadership (essential if applying for a management position)

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature

Date

Please return your completed application form to: Personnel Manager, Walter Smith Fine Foods Limited, Crosby Court, 28 George Street, Birmingham B3 1QG.