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***APPLICATION FORM***

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| --- | --- |
| **Job Title** |  |
| **Return Form To** | Personnel Department – Flavourfresh Salads Ltd.; Aldergrove Centre; Marsh Road; Banks; Southport; PR9 8DX. |

**Personal Details**

|  |  |
| --- | --- |
| **Your Surname** |  |
| **Your Forename(s)** |  |
| **Your Address** |  |
| **Your Postcode** |  |
| **Your Phone Number** |  |
| **Your E-mail Address** |  |

**Employment History**

Please give details of your last job. You should detail work experience, part-time and temporary positions.

|  |  |
| --- | --- |
| **Employer Name and Address** |  |
| **Dates of Employment** |  |
| **Job Title** |  |
| **Duties and Responsibilities** |  |
| **Hours of Work** |  |
| **Wage/Salary** |  |
| **Reason for Leaving** |  |
| **If present employer, the number of weeks’/months’ notice required** |  |

**Driving Licences**

Do you have any of the following?

|  |  |  |
| --- | --- | --- |
| **A full driving licence:**  **YES/NO** | **An LGV licence:**  **YES/NO**  **If yes, which category? ………….** | **A fork lift licence**  **YES/NO** |
| **Any current endorsements?**  **YES/NO** |  |  |

**Disabilities**

|  |  |
| --- | --- |
| **Do you require any special arrangements to be made for your interview on account of a disability?** | **Yes / No**  If yes, please give brief details below of the effects of your disability on your day-to-day activities together with any other information that you feel would help us to accommodate your needs during your interview. This information will help us to meet our obligations under the Equality Act 2010. |

**Right to Work**

|  |  |
| --- | --- |
| **Are there any restrictions on your right to work in the UK?**  For settlement status, please prove your status to us, by providing the Share Code and your date of birth. | **Yes / No**  If yes, please state restrictions and the expiry date of any permissions.  **Share code: …………………………………………………..**  **DoB: …………………………………………………………….** |

**Other Information**

Please give any details you feel are relevant in support of your application, including why you are interested in this post. Use additional sheets if necessary.

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**Referees**

Please give the details of one referee (namely your current or most recent employer):

|  |
| --- |
| **1. Name:** |
| **Address:** |
| **Telephone number:** |
| **Occupation:** |
| **Time known:** |
| **May references be taken up before interview?**  **YES/NO** |

**Data Protection**

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.

Information from this application may be processed for purposes permitted under the General Data Protection Regulation 2018. Individuals have, on written request, the right of access to personal data held about them.

I hereby give my consent to Flavourfresh Salads Limited processing the data supplied in this application form for the purpose of recruitment and selection of the role applied for in the ‘job title’ section of this application form.

**Applicant’s signature:** ………………………………………………………………………………………………………………………

**Date:** …………………………………………………

Subject to your consent, we would like to retain your details if you are unsuccessful in your current application, for the purposes of recruiting for any future roles within the organisation. We would like to retain your details for a period of 6 months from the date of this application form. We would not share this information with any third-party organisations. I **[do / don’t]** ***[\*\*delete one\*\*]*** give my consent to be contacted in the future regarding similar or other positions within the organisation that are relevant to the skills outlined in my application.

**Applicant’s signature:** ………………………………………………………………………………………………………………………

**Date:** …………………………………………………

**Declaration**

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

I understand and accept that any false, incomplete or misleading statements may lead to my dismissal.

**Applicant’s signature:** ………………………………………………………………………………………………………………………

**Date:** …………………………………………………