

Real Baby Milk (Pollenn CIC)

Job Application Form

Title of post applied for:		Job Ref:	Teamadmin16
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Before completing this form. Please write clearly in black ink or type.

Confidential

1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname:		Initials:	
Former surnames if different:		Preferred Name or Title (Optional):	
Address:		Tel No (home):	
		Tel No (business):	
		Tel No (mobile):	
Real Bab	<Post Code>	Fax No:	
E-Mail address:		Nat. Insurance No:	
Nationality:		If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.	
Do you need a work permit to be employed in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you already have a work permit, when does it expire? (Please note that your current work permit may not be valid for this post.)	
Where did you learn of the post?			
Preferred work arrangements:	<input type="checkbox"/> Full-time <input type="checkbox"/> Job share <input type="checkbox"/> Term time only <input type="checkbox"/> 30 hrs a week		

2. EDUCATION AND PROFESSIONAL QUALIFICATIONS

(Original documents as proof of qualification will be required at interview.)

Secondary School / College / University	Dates		Examinations taken	Date	Result
	From	To			

Professional Qualifications currently held: how obtained, grade and date

Other relevant Educational or Training Courses, with dates

3. PRESENT POST

Title of Post:		Salary/Grade:	
Name of Employer:		Business of Employer:	
Address:		Date Commenced:	
		Date Ended (if applicable):	
<Town>	<Post Code>		
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):			
Reason for leaving or wishing to leave:			
Period of notice required to terminate present employment:			
Please notify us of any dates you are available for interview:			

4. PREVIOUS EMPLOYMENT

(Please use continuation sheet if necessary.)

Name and Address of Employers	Position(s) held	Reason for leaving	Final grade/salary
<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>			
Description of duties:			

<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>			
Description of duties:			

<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>			
Description of duties:			

<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>			
Description of duties:			

Have you had any material (e.g. <<1 year>>) gaps in your employment? . If yes, please provide relevant details:

5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB

6. OTHER INFORMATION

What activities outside work interest you? (State any positions held you consider relevant.)

Do you hold a current driving licence?

Yes No

Do you own a car?

Yes No

Disability Discrimination Act 1995

Do you consider yourself to be disabled under the Disability Discrimination Act?

Yes No

If Yes, are there any adjustments that you think we could make to overcome a disability in relation to the essential requirements of this job?

Yes No

If Yes, please provide further details:

If selected for interview, do you require any assistance/adaptations to help you attend?

Yes No

If Yes, what assistance/adaptations do you require?

7. REFERENCES

Referee 1		Referee 2	
Title (Mr, Mrs etc):		Title (Mr, Mrs etc):	
Full Name:		Full Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Address:		Address:	
<Town>	<Post Code>	<Town>	<Post Code>
Tel No:		Tel No:	
E-mail address:		E-mail address:	
Fax No:		Fax No:	
Please state if we may obtain this reference prior to interview.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please state if we may obtain this reference prior to interview.	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. DECLARATION

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment. In the first instance it is sufficient for an electronic signature but, if called for interview, you will be required to countersign this application form to complete the declaration.

Signature:		Date:	
Name:			

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment.