

# APPLICATION FOR EMPLOYMENT RAYNOR FOODS LTD

Post applied for: ..... Date .....

**Where did you hear about this vacancy?** .....

**Applicant's details**

Full name: .....

Home address: .....  
.....  
.....

Home Phone No: ..... Mobile No:.....

National Insurance Number: .....

Date Of Birth\*:..... Sex: Male  Female  Do you smoke? Yes  No

\* You do not have to inform us of your date of birth under the Employment Equality (age) Regulations 2006

Marital Status: Single  Married  Divorced

Do you have a driving licence? Yes  No  Private car/Commercial

If commercial, please give class of vehicle: .....

Is your driving licence "clean"? Yes  No

If No, please give details: .....  
.....

**Education, Skills and Qualifications**

Please give details of any skills and qualifications and/or experience relevant to the job for which you have applied:

.....  
.....  
.....  
.....

Education: Please list schools, colleges, universities attended (from age 14):

Name of establishment	Qualifications

Have you ever been dismissed by an employer?: Yes No If "Yes" give details, including the reasons given for your dismissal:.....  
.....

**Your current or last employer:**

Length of employment:.....  
Name of company: ..... Rate of Pay : .....  
Address: .....  
.....  
Telephone number: ..... Job Title : .....  
Describe your main duties and responsibilities: .....  
.....  
Reason for leaving or wanting to leave: .....  
.....  
.....

**Previous employer (1):**

Length of employment:.....  
Name of company: ..... Rate of Pay : .....  
Address: .....  
.....  
Telephone number: ..... Job Title : .....  
Describe your main duties and responsibilities: .....  
.....  
Reason for leaving or wanting to leave: .....  
.....  
.....

**Previous employer (2):**

Length of employment:.....  
Name of company: ..... Rate of Pay : .....  
Address: .....  
.....  
Telephone number: ..... Job Title : .....  
Describe your main duties and responsibilities: .....  
.....  
Reason for leaving or wanting to leave: .....  
.....  
.....

**Previous employer (3):**

Length of employment:.....  
Name of company: ..... Rate of Pay : .....  
Address: .....  
.....  
Telephone number: ..... Job Title : .....  
Describe your main duties and responsibilities: .....  
.....  
Reason for leaving or wanting to leave: .....  
.....  
.....

**Previous employer(4):**

Length of employment: .....  
Name of company: ..... Rate of Pay : .....  
Address: .....

Telephone number: ..... Job Title : .....  
Describe your main duties and responsibilities: .....

Reason for leaving or wanting to leave: .....

Do you have any part time or evening jobs which you intend to continue: Yes No

If "Yes" give details: .....  
.....

**Availability for work**

If currently employed, how much notice will you have to give you current employer?:  
.....

Is there any other reason why you would not be able to start work immediately if you were offered the job you have applied for?: Yes No

If "Yes" give details: .....  
.....

Do you have any existing holiday commitments?: Yes No If "Yes" give details:

.....  
.....

**The job you have applied for**

Please state what attracted you to the job you have applied for and why you think you are a suitable person to do it: .....  
.....  
.....

**References**

Please give details of two people we can contact who are willing to give you a reference and who are not related to you:

(1) Name : ..... Occupation : ..... Tele No : .....  
Address: .....

(2) Name : ..... Occupation : ..... Tele No : .....  
Address: .....

.....

Continued

Are you registered disabled or do you otherwise suffer from any disability? Yes No If  
"Yes" give details:

.....  
.....  
.....

Do you require special arrangements as to access to premises, special seating or other equipment or of any other nature because of your disability? Yes No

If "Yes" give details:

.....  
.....  
.....

Are you willing to undergo a medical examination: Yes No  
(For Information - You will be asked to complete a health declaration at induction)

**Interests and hobbies**

Please give brief details of your main interests and hobbies: .....  
.....  
.....

Are you bankrupt or have you ever been declared bankrupt: Yes No

If "Yes" give details: .....  
.....  
.....

Do you have outside commitments that could limit your working hours, such as being a JP, a councillor in local government or a member of the TA?

Yes No If "Yes" give details: .....  
.....  
.....

Continued.

Do you have criminal convictions that have occurred during the past 5 years?

Yes No If "Yes" give details:

.....  
.....  
.....

*(Note: You do not have to disclose any offence which is a spent offence under the Rehabilitation of Offenders Act 1974)*

Have you at any time been convicted of a crime that has resulted in a prison sentence?

Yes No If "Yes" give details:

.....  
.....  
.....

*(Note: You do not have to disclose any offence which is a spent offence under the Rehabilitation of Offenders Act 1974)*

Are you legally eligible to live and work in the UK in accordance with the Asylum and Immigration Act 1996? Yes No

Can you provide a specified document such as a passport, P60 or UK birth certificate to confirm your answer: Yes No

If you are not a UK or EU National, please give your work permit number:

.....

Are you in generally good health?: Yes No If "No" give details:

.....  
.....  
.....

**Declaration**

I declare that the information I have given on this form is correct and that any misrepresentation by me may be sufficient grounds for my dismissal if I am employed. I give my permission for my previous employer(s) and any references given to be contacted. I have completed this application form in my own handwriting.

Signed by Applicant: ..... Date : .....

***Data Protection Act** - the information given to Raynor Foods Ltd in this form will be processed only by Raynor Foods Ltd for the purpose of considering your application for employment. If you are successful in your application this form and the information in it will be retained in your HR file for such time as you are an employee of Raynor Foods Ltd and for up to 6 years after the end of your employment. Other wise this form will only be retained by Raynor Foods Ltd for so long as it is required in connection with your application.*

*Under the Employment Equality (age) Regulations 2006 you are not under any obligation to inform us of your date of birth or dates of education or employment.*

Signed by Applicant: ..... Date : .....

**Please return this form to : Raynor Foods Ltd, Unit 4, Farrow Road, Widford Industrial Estate, Chelmsford, Essex, CM1 3TH – Please take care in ensuring that you have put sufficient postage on your application form when returning it to us.**

*In promoting equal opportunities Raynor Foods Ltd welcomes applications from all sections of the community. We select people according to their abilities and our needs.*