|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Position applying for:** | |  | | | **Speculative Application:**  **(please tick)** | | |
| **Preferred hours of work (please tick)** | Full Time | | Part Time | Day Shift am | | Day Shift pm | Night Shift |

**Section 1: PERSONAL DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title (please tick)** | | Mr | Mrs | | Miss | Ms | | Other (please specify) | | | |
| **Forename** | |  | | | | | | | | | |
| **Surname** | |  | | | | | | | | | |
| **Address** | |  | | | | | | | | | |
| **Postcode** | |  | | | | | | | | | |
| **Mobile Telephone Number** | |  | | | | | | | | | |
| **Home Telephone Number** | |  | | | | | | | | | |
| **Email Address** | |  | | | | | | | | | |
| **NI Number** | |  | | | | | | | | | |
| **Have you any criminal convictions, except those spent, under the Rehabilitation of Offenders Act 1974?** | | | | | | | | | Yes | No | |
| If Yes, please detail | | | | | | | | | | | |
| **To your knowledge and belief, is there any possible outstanding or prosecution pending against you?** | | | | | | | | | Yes | No | |
| If Yes, please detail | | | | | | | | | | | |
| **Are there any restrictions on you taking employment in the UK?** | | | | | | | | | Yes | | No |
| If Yes, please detail | | | | | | | | | | | |
| **Have you previously been employed by MH Poskitt Ltd?** | | | | | | | | | Yes | No | |
| If yes, please state the dates and position held | |  | | | | | | | | | |
| **If English is not your first language, what is your current level of speaking and understanding English?** | | | | | | | | | | | |
| Basic | Intermediate | | | | | | Advanced | | | | |
| **Please specify any special arrangements you will need to attend an interview** | | | |  | | | | | | | |

**Section 2: EDUCATION**

Please list your education, starting with the most recent first

|  |  |  |  |
| --- | --- | --- | --- |
| **University/College/School Attended** | **Dates (to/from)** | **Exam/Course Undertaken** | **Grade Achieved** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 3: PROFESSIONAL QUALIFICATIONS/TRAINING**

Please list any professional qualifications and or training that you have undertaken.

|  |  |
| --- | --- |
| **Awarding Body** | **Qualification Undertaken/Membership Status** |
|  |  |
|  |  |
|  |  |
|  |  |

**Section 4: EXPERIENCE**

Do you have any experience of the following areas? Please tick the appropriate boxes.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Health & safety** | |  | **Food hygiene** | |  | **Machinery cleaning** | |  |
| **Quality control** | |  | **Stock control** | |  | **First aid** | |  |
| **Supervisory experience** | |  | **Pallet truck** | |  | **Paper work/admin** | |  |
| **Vegetable packing** | |  | **Computer experience** | |  |  | |  |
| **Other (please specify)** | | | | | | | | |
| **Do you hold a forklift licence?** | | | | Yes | | | No | |
| **If Yes, what type of licence? (please tick)** | Counterbalance | | | Telescopic | | | Reach | |
| **Expiry Date:** |  | | | | | | | |

**Section 5: EMPLOYMENT HISTORY**

Please list your employment history, starting with the most recent first.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates From/To** | **Name & address of employer** | **Job title & duties** | **Salary on leaving** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Notice required in current job?** | |  | | |

**Section 6: Additional Information**

|  |
| --- |
| **Please give details of any hobbies and interests you have** |
|  |
| **Please detail your specific reasons for applying to this position, your main achievements to date and any strengths you would bring to this position.** |
|  |

**Section 7: REFERENCES**

Please give details of two referees. (It is preferable that one should be your present employer or someone who could comment on your suitability for the position applied for).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Referee 1** | | **Referee 2** | |
| **Name** |  | |  | |
| **Address** |  | |  | |
| **Occupation** |  | |  | |
| **Telephone Number** |  | |  | |
| **Email Address** |  | |  | |
| **Do you give us permission to contact this person prior to you being offered a job with us?** | Yes | No | Yes | No |

**Section 8: DECLARATION**

By submitting your application, I declare that to the best of my knowledge and belief:

* I have completed all parts of this application and the details I have supplied are, to the best of my knowledge, true and complete;
* I confirm that, to the best of my knowledge, there are no reasons, which would prevent me from undertaking the duties of this post;
* I understand that anywilful misstatement or omission renders me liable to being rejected during the selection process or dismissed if engaged;
* I understand that appointment is subject to receipt of satisfactory references, Immigration, Asylum and Nationality document checks, and any further checks relevant to the role that I am applying for;
* If I am unsuccessful, my application will be kept on file, in a secure location and subsequently securely destroyed, in accordance with Data Protection Requirements. If successful, my application will be stored on my personal file.
* My application data will be restricted to those who need it in connection with dealing with my application.

**I have read, agreed and understood all of the above.**

|  |  |
| --- | --- |
| **Signed:** | **Date:** |

(no signature is required if this form is returned in electronic format)

Please help the environment by downloading and returning your application via email to [sandra.putrane@poskittcarrots.co.uk](mailto:sandra.putrane@poskittcarrots.co.uk), where possible.

If this is not possible, applications can be sent to:

FAO Sandra Putrane , M H Poskitt Ltd, The Firs, Weeland Rd, Kellington, Goole DN14 0FL