



PRIVATE AND CONFIDENTIAL
APPLICATION FOR EMPLOYMENT

Roys (Wroxham) Ltd is committed to providing equality and diversity in the workplace and welcomes applications from people regardless of their sex, race, ethnic origin, religion, nationality, marital status, sexual orientation, disability or age.

PLEASE USE BLOCK CAPITALS TO COMPLETE THIS FORM

PERSONAL DETAILS

Surname:

Forenames:

Address:

.....

.....

Post Code: E-mail Address:

Telephone Number: Mobile Number:

National Insurance Number

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(Optional at this stage but must be provided once employed)

EDUCATION DETAILS

Schools/Colleges/Universities (attended since age 11)	Examinations Taken	Level	Results

Do you hold a current	First Aid at Work Certificate	YES/NO
	Basic Food Hygiene Certificate	YES/NO
	Fork Lift Certificate - Counter Balance	YES/NO
	Fork Lift Certificate - Reach Truck	YES/NO

Please list any other courses taken and certificates held

Course	Certificate	Date

EMPLOYMENT DETAILS

Most Recent Employment

Name and Address of Employer

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

Position Held

.....

Dates of Employment

From

To

Post Code

Salary/Hourly Rate

.....

Telephone No.

Main Duties and Responsibilities:

.....

.....

Reason for Leaving:.....Period of Notice Required

Contact Name for ReferencePosition:

Previous Employment

(Please list in date order, most recent first, continue on separate sheet if necessary)

Employer(s) Name & Address	Job Title & Responsibilities	Dates From/To	Leaving Salary /Hourly Rate	Reason for Leaving

Have you taken any parental leave? YES/NO If YES how much has been taken?

May we contact your previous employers for references? YES/NO

(We would not contact your current employer until an offer of employment has been made and accepted)

If NO please state reason:

PERSONAL REFERENCES

If you have not worked recently please give the details (not relatives) of two people who have known you for at least five years.

Name:

Name:

Address:

Address:

.....

.....

.....

.....

Post Code

Post Code

Tel No.

Tel No.

Occupation:

Occupation:

Do you have A current full driving licence? YES/NO A Provisional licence? YES/NO
 If your licence is not clean please state penalty points and details:

Have you ever been convicted of a criminal offence, other than a spent conviction under the
 Rehabilitation of Offenders Act 1974? If no offence write none otherwise give details:
 Date:..... Offence: Judgement

HOURS AND PLACE OF WORK

Position applied for:

Branch:

What are the amount of hours you want to work each week? Max Min

 Please put the times you can work into each day of the week

	SUN	MON	TUE	WED	THU	FRI	SAT
A.M.							
P.M.							

Why do you want to work for Roys?

What Skills and Attributes do you have which will help you in the role applied for?
 (Please provide information you feel may support your application)

Have you ever worked for us before? Please give details.

If you have relatives/friends who have worked for us please state their name and relationship.

Where did you learn about this vacancy?

We welcome applications from people with disabilities. Please make us aware of any special requirements necessary if you are invited to attend an interview.

NEXT OF KIN

In case of an emergency please give the name and address of the person to contact

Name:	Relationship of next of kin
Address:	Home Telephone Number
.....	Work Telephone Number
.....	Mobile Telephone Number

ADDITIONAL INFORMATION

Hobbies and Interests (*Please detail your hobbies, interests or membership of clubs or societies*)

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

ALL CANDIDATES MUST READ THIS SECTION CAREFULLY BEFORE SIGNING

References: I authorise Roys (Wroxham) Ltd to apply for references once I have been offered and accepted employment. I understand that continuation of employment is subject to satisfactory references being received by the company.

Asylum and Immigration Act 1996: Prohibits the employment of any person who is not entitled to work in the U.K. I understand that should I be offered employment I must provide documentary evidence of my right to work within the United Kingdom prior to commencement of employment.

Data Protection Act: I hereby give permission for Roys (Wroxham) Ltd and any of their representatives, the right to process any personal data contained on this application form for all purposes relating to my application and, if appropriate, my future employment with them. I understand that I may access this personal data during my employment subject to the conditions laid out in the Staff Manual and upon payment of the recommended fee.

Declaration: All the information provided by me, in this application, is true. I understand that any false statement may prevent me taking up any offer of employment or render me liable to dismissal.

Signed:..... Date:

Please return to:
Personnel Department, Roys (Wroxham) Limited, Wroxham, Norwich, Norfolk, NR12 8DB
Telephone: 01603 782131 Fax: 01603 784256

OFFICE USE ONLY

Select for Interview: YES/NO

Reason: