

# ROYS

EST. 1895

## PRIVATE AND CONFIDENTIAL APPLICATION FOR EMPLOYMENT

**Roys (Wroxham) Ltd is an Equal Opportunities Employer**

Job reference(s):

*Please list the references for all the positions you would like to apply for*

### PERSONAL DETAILS

Title:  Forename(s):  Surname:

Address:

Postcode:  Email address:

Telephone number:  Mobile number:

National Insurance number:

### EDUCATION DETAILS

School/College/University	Examination Taken	Level	Result

Please list any other courses taken and certificates held:

Course	Certificate	Date

# EMPLOYMENT DETAILS

## Most Recent Employment

Name and address of employer:   
  
Postcode:  Email address:   
Reason for leaving:  Position held:   
 Dates of employment from:   
Contact name for reference:  to:   
 Salary/Hourly rate:   
Position:  Period of notice required:

## Previous Employment

Please list in date order, most recent first

**1** Employer/s name & address:   
  
Telephone:  Email address:   
Job title:   
Responsibilities:   
  
Reason for leaving   
Dates from/to:  -  Leaving salary/Hourly rate:

**2** Employer/s name & address:   
  
Telephone:  Email address:   
Job title:   
Responsibilities:   
  
Reason for leaving   
Dates from/to:  -  Leaving salary/Hourly rate:

May we contact your previous employer/s for references? Yes  No

If no, please state reason:

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

Do you have a current driving licence?  Full  Provisional  None Other:

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 yes, please give details below: Yes  No

Date:  Offence:

Judgement:

### Availability to work

How many hours you would like 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
AM							
PM							

Why do you want to work for Roys?

In your own words, tell us about what you believe great customer service is and what attributes you believe you would bring to enable you to deliver great service at Roys:



In your own words, give us an example of when you have been an effective team player and how you feel you would fit into a team at Roys:



Have you ever worked for us before? Please give details, including your reasons for leaving:

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

Where did you learn about this vacancy?

Do you have any pre-booked holidays? Please provide details:

**We welcome applications from people with disabilities.**

Please make us aware of any additional requirements necessary if you are invited to attend an interview:

Please tell us about your hobbies & interests:

**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 UK. 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.

**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.

Name:

Date:

Signed: