

APPLICATION FOR EMPLOYMENT

Please read and complete this form in full and return to the Personnel Department at the following address:
W.J.Aldiss Ltd, Oxborough Lane, Fakenham, Norfolk, NR21 8AF or alternatively by email to careers@aldiss.com

FULL/PART TIME (DELETE AS APPROPRIATE)

POSITION APPLIED FOR:

PERSONAL DETAILS

TITLE:

SURNAME:

FORENAME:

ADDRESS:

TELEPHONE NO.:

EMAIL ADDRESS:

Do you have a full driving licence?

*YES/NO

If yes, when did you pass your driving test?

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Do you have your own transport?

*YES/NO

Do you have an accredited licence to operate a fork/reach truck?

*YES/NO

EDUCATION

NAME OF SCHOOL/COLLEGE

1.

2.

3.

WORKING TIMES

Please state any day or time of day that you are unable to work.

QUALIFICATIONS

LEVEL	SUBJECT	GRADE

PREVIOUS EMPLOYMENT

NAME & ADDRESS OF PREVIOUS EMPLOYERS	JOB TITLE AND RESPONSIBILITIES	REASON FOR LEAVING AND SALARY INCLUDING BENEFITS	DATES EMPLOYED

CRIMINAL OFFENCES

Have you ever been convicted of a criminal Offence, which is not yet spent under the Rehabilitation of Offenders Act 1974? If yes, please give details:	*YES/NO
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INTERESTS AND LEISURE ACTIVITIES

PLEASE GIVE DETAILS OF PREVIOUS POSITIONS APPLIED FOR AT W J ALDISS

PLEASE STATE YOUR REASONS WHY YOU HAVE CHOSEN TO APPLY TO W.J. ALDISS AND WHY YOU FEEL WE SHOULD CONSIDER YOUR APPLICATION

PERSONAL REFERENCES - Please provide names and contact details of two referees (including email addresses, if possible). One referee should be your most recent employer who have given permission for their names to be used. These should not be relatives. Your present employer will not be contacted until the company has received an acceptance for an offer of employment.

REFEREE ONE	REFEREE TWO

Data Protection

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

The application form will kept on file for a period of six months and may, as a result of our recruitment and selection policy, be viewed by relevant members of our organisation. If you do not wish to be considered for future vacancies in this manner, please put a cross (x) in the box.

The organisation treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the organisation's job applicant privacy notice.

Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct.

SIGNATURE DATE