

Post Applied for:

Post Number:

## March Foods Job Application Form

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE. TO ENSURE YOUR APPLICATION IS GIVEN FULL CONSIDERATION PLEASE ENSURE ALL SECTIONS ARE COMPLETED. USING NONE OR N/A WHERE APPLICABLE.

### Section 1 Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone N<sup>o</sup>:

National Insurance N<sup>o</sup>:

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Daytime Telephone N<sup>o</sup>:

Mobile Telephone N<sup>o</sup>:

E-mail address:

Can we contact you at work? Yes  No

Are you free to remain and take up employment in the UK with no current immigration restrictions? Yes  No

#### Driving Licence

Do you hold a full, Valid driving licence for use in the UK? Yes  No

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

When would you be able to start?

Do you smoke? Yes  No

Would you work Full Time? Yes  No

If offered this position will you continue to have any other employment: (If yes please give details)

Are you willing to travel, if required as part of your employment? Yes  No

Have you ever worked for us? (If yes when and in what capacity)

## Section 2 Present Employment

Present Employment (if now unemployed give details of last employer)

Name of Employer:

Address:

  
  

Postcode:

Post Title:

Date of Appointment:

Salary:

Department / Section:

Brief description of duties:

Continue on a separate sheet if necessary

Period of Notice:

Last day of service

(if no longer employed):

Reason for leaving  
(if no longer employed):

Did you receive any redundancy payment or retirement benefit?

Yes

No

## Section 3 Previous Employment

**Previous Employment** (most recent employer first). Please cover the last 10 years and state nature of business.

**Name of Employer:**

**Address:**

**Postcode**

**Position Held:**

**Summary of duties:**

**Reason for leaving:**

**Name of Employer:**

**Address:**

**Postcode**

**Position Held:**

**Summary of duties:**

**Reason for leaving:**

**Name of Employer:**

**Address:**

**Postcode**

**Position Held:**

**Summary of duties:**

**Reason for leaving:**

Continue on a separate sheet if necessary

## Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

## Professional, Technical or Management Qualifications

Please give details:

Professional/Technical/ Management Qualifications	Course Details

Membership of any Professional / Technical Associations- Please state level of Membership:

Continue on a separate sheet if necessary

## Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration of Course

Continue on a separate sheet if necessary

## Section 6 Personal Statement

**Abilities, skills, knowledge and experience.**

Please use this section to explain in detail how you meet the requirements of the Employee Profile. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

## Section 7 Rehabilitation of Offenders Act (1974)

Please give details of any unspent criminal convictions that you may have and are required to disclose in accordance with the exemptions from the rehabilitation of offenders act 1974?

If applicable, do you consent to the company requesting a disclosure from the CRB to obtain a certificate of any criminal records you may have?

Yes  No

## Section 8

Do you consider yourself to be disabled?

Yes  No

If yes, please give details:

Do we need to make any specific arrangements in order for you to attend the interview?

Yes  No

If yes, please give details:

Do you have a current forklift certificate?

Yes  No

If yes, please give details:

## Section 9 Health

Successful applicants will be required to complete a detailed medical questionnaire.

Number of days sickness absence in the last 2 years:

Please state number of occasions in the last 2 years:

## Section 10 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

### Reference 1

Name:

Position (job title):

Work Relationship:

Organisation:

Address:

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Postcode	<input type="text"/>

Telephone N<sup>o</sup>:

E-mail:

Are you willing for this referee to be approached prior to the interview? Yes  No

### Reference 2

Name:

Position (job title):

Work Relationship:

Organisation:

Address:

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Postcode	<input type="text"/>

Telephone N<sup>o</sup>:

E-mail:

Are you willing for this referee to be approached prior to the interview? Yes  No

# Section 11 Declaration

Are you related to or do you have a close personal relationship with any current employee(s) of March Foods Ltd

Yes  No

If yes, specify name(s), position(s) and relationship(s)

Where did you hear about this Vacancy?

## B. Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

Signed:

Date:

(NB. Candidates selected for interview will normally be notified within three weeks of the closing date.

**March Foods Ltd undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.**

**If you are returning this form by email, you will be asked to sign your application at interview.**

## RETURNING THIS FORM



### By Hand or Post:

Human Resources  
March Foods Ltd  
7 Martin Avenue  
March  
Cambs  
PE15 0AY

### By E-Mail:

v.jones@marchfoods.com

### Enquiries:

Telephone: 01354 660400  
Fax 01354 661270

Closing Date:

Interview Date:



## Section 12 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

### What is your Ethnic Group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

#### A. White

White UK

Irish

White non-UK

Any other White background  
(please give details):

#### B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background  
(please give details):

#### C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background  
(please give details):

#### D. Black or Black British

Black Caribbean

Black African

Any other Black background  
(please give details):

#### E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background  
(please give details):

F. I do not wish to provide this information

# Section 12 Recruitment Monitoring Form continued

## Gender

Male

Female

## Present Status

Internal Applicant

External Applicant

## Media

Please state where you saw this post advertised

## For Office Use Only:

Start Date:
