

Confidential:

www.muntons.com/recruitment

Application for Employment

Please complete this form in ink. All information given within will be treated in the strictest confidence. Ensure that you complete ALL sections of this form. Failure to do so may result in you not being selected. You may also include a copy of your CV to support your application.
Please return to: Mrs Mary Narey, Human Resources Advisor, Muntons plc, Cedars Maltings, Stowmarket, Suffolk. IP14 2AG

APPLICATION DETAILS

Position applied for:	
Date of application:	

PERSONAL DETAILS

Title:							
First Names:							
Surname:							
Home Address:							
Home Telephone Number:				Mobile Phone Number:			
Email Address:							
National Insurance Number:							
Current Driving Licence: [Please tick as appropriate]							
None	Provisional	Ordinary	PSV	HGV/LGV I	HGV/LGV II	HGV/LGV III	Other [Please specify]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

HEALTH

Please give details of any serious physical or mental illness during the last five years, or any current disability.	
Number of days sickness absence in the last two years:	

EDUCATION

[Age 11 onwards] Please include Schools, Colleges, Technical Colleges and Universities.

School/College/University:	Address:	From:	To:

QUALIFICATIONS

Please include all exams i.e. GCSE, GNVQ, A Level, Degree, NVQs + work based qualifications i.e. Fork Lift Licences, Basic Food Hygiene etc.

Subject:	Level:	Grade:	Date:

REFERENCES

Please list two referees; one must be from your present or most recent job.

If you are a school leaver, the person must have known you for at least four years and they must not be a relative.

Name:	Name:
Occupation:	Occupation:
Company:	Company:
Address:	Address:
How the person is known to you:	How the person is known to you:
Length of time known:	Length of time known:

ADDITIONAL INFORMATION

[Please continue on a separate sheet if necessary]

Please give your reasons for applying for the post and any additional information in support of your application:

Salary Expectations:

Convictions: [State nil if appropriate. Only those convictions which have not been 'spent' need be declared]

GENERAL INTERESTS

Hobbies, interests and personal achievements:

DECLARATION

I declare that the information provided in this form and other documentation is true and correct to the best of my knowledge. I understand that any false or misleading statements or significant omission may disqualify me for employment or render me liable for dismissal.

I give my permission for this information to be stored either manually or electronically and to be used for other purposes associated with the business of the Company. I understand that under the Data Protection Act 1998 the Company is required to obtain my consent to process data about me. I therefore consent to the Company (and any data processors or other data controllers they may use) processing data relative to me for the purposes in relation to my employment with the Company. I also consent to such data being transferred to third parties in connection with the administration of my employment.

I also give my permission for my referees to be contacted and I understand that any job offer is subject to satisfactory references, a probationary period and satisfactory medical report.

Signed:

Date:

FOR OFFICE USE ONLY

	Yes	No	Reason
Selected/Not Selected	<input type="checkbox"/>	<input type="checkbox"/>	
a) At short-list stage	<input type="checkbox"/>	<input type="checkbox"/>	
b) After interview	<input type="checkbox"/>	<input type="checkbox"/>	