|  |
| --- |
| Where did you hear about this vacancy? |
| If referred by a Team Member, please insert their name: |

|  |
| --- |
| Application for Employment  PLEASE COMPLETE IN BLOCK CAPITALS BY HAND OR PRINT  Please complete each section |

|  |  |  |  |
| --- | --- | --- | --- |
| Position applied for: |  | | |
| Can you confirm you are over 18? Yes No  (Age 18 required for Warehouse Operative roles) | | | |
| Personal Details | | | |
| Forename(s): | |  | Surname: |

|  |  |
| --- | --- |
| Address: | Telephone No: |
| Mobile No: |
| Postcode: | Email address: |

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| **Reasonable adjustments** |
| Please let us know if there are any reasonable adjustments that we can make to help you in your application or with our recruitment process: |

Do you have proof of the Right to Work in the UK? Yes No

|  |  |
| --- | --- |
| Education/Qualifications  Please provide details about your secondary education (eg. GCSE’s, A Levels), further education (eg.BTECS, Degrees) and any additional training. If you are submitting a CV, please write *“****See CV****”* in this section. | |
| Name of School/College/University: | Qualifications Gained: |
|  |  |
|  |  |
|  |  |
|  |  |

Employment History

Please give details of your last [four] jobs, beginning with your present or most recent (include work experience, part-time and temporary positions).

If you are submitting a CV, please write *“****See CV****”* in this section.

Current or Most Recent Employment

|  |  |
| --- | --- |
| Position Held: |  |
| Name of Employer: |  |
| Nature of Business: |  |
| Dates of Employment: | From: to: |
| Main Duties and Responsibilities: |  |
| Reason for Leaving: |  |

Previous Employment

|  |  |
| --- | --- |
| Position Held: |  |
| Name of Employer: |  |
| Nature of Business: |  |
| Dates of Employment: | From: to: |
| Main Duties and Responsibilities: |  |
| Reason for Leaving: |  |

|  |  |
| --- | --- |
| Position Held: |  |
| Name of Employer: |  |
| Nature of Business: |  |
| Dates of Employment: | From: to: |
| Main Duties and Responsibilities: |  |
| Reason for Leaving: |  |

|  |  |
| --- | --- |
| Position Held: |  |
| Name of Employer: |  |
| Nature of Business: |  |
| Dates of Employment: | From: to: |
| Main Duties and Responsibilities: |  |
| Reason for Leaving: |  |

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| --- |
| Please explain why you are applying for this position with PenCarrie, describe your key skills, any relevant qualifications and experience that you would bring to this role. Please refer to the job description and company values when answering this question. |
| (e.g. Similar roles, manual handling experience, evidence of working to targets) |

*Continue on a separate sheet if required.*

**Referees**

Please give the details of two employer referees (one should be your current or most recent employer):

|  |  |
| --- | --- |
| 1. Name: | 2. Name: |
| Address: | Address: |
| Occupation: | Occupation: |
| Telephone number: | Telephone number: |
| Email: | Email: |
| Time known: | Time known: |
| May references be taken up before interview? Yes/No | May references be taken up before interview? Yes/No |

Application Privacy Policy

**As part of our recruitment process, the company collects and processes personal information. A summary of our privacy policy used for the recruitment process is detailed below. Please refer to our website for the full version.**

The Personal Information (PI) you have supplied will be held by the Company in accordance with the UK General Data Protection Regulations. By signing this application form/submitting your CV you consent to the Company processing both manually and electronically, your personal data for the purpose of administering and managing your potential employment and the company business. This could include the processing of special category/sensitive data. For the purposes of UK GDPR 'processing' includes recording, storing and using the information for the intended purpose. Special Category /sensitive data covers physical and mental health.

The Company will:

Handle all personal information as confidential and will only use it for the purpose specified at the point of collection.

Ensure it is accurate and held in accordance with the appropriate retention schedule.

Hold it securely and protect it from unauthorised access.

Declaration:

I declare that the information I have given in this application is complete and true. I understand that providing misleading or false information will disqualify me from appointment OR if appointed, may result in my dismissal. In the event of being offered a position, I agree to submit a medical examination if required and agree to references being taken up.

Signed…………………………………………………………………. Date…………………………………………………………………

Print Name:

**Please email your completed application form to** [**recruitment@pencarrie.com**](mailto:recruitment@pencarrie.com) **or return to:**

HR Department, PenCarrie, PenCarrie House, Southview Estate, Willand, EX15 2QW