# APPLICATION FOR EMPLOYMENT

Please complete this form and return it to the address on the back page. Please complete all sections. If you have trouble in completing this application form please contacts us and we will be happy to assist you with it.

Please attach a covering letter, or any other documents you feel support your application for employment. Alternatively, if you do not wish to complete the application form, please ensure your curriculum vitae covers all the information requested below.

## VACANCY DETAILS

| Application for the post of: | Reference Number: |
|---|---|
| Where did you see this position advertised:<br><br>Cotteswold Dairy Website ☐      Glos Jobs ☐      Indeed ☐      Walk in ☐<br><br>Employee referral ☐   Name of employee:<br>Other             ☐   If other, please state where: | |

## PERSONAL DETAILS

| Surname: | Forenames: |
|---|---|
| Address:<br><br><br><br><br><br>Post Code: | Contact Telephone Numbers<br><br>Home:<br><br>Mobile:<br><br>Work: |
| National Insurance Number: | |
| Email Address: | |
| Are you entitled to work in the UK?        Yes ☐        No ☐ | |

| Do you hold: | | | | |
|---|---|---|---|---|
| A current UK/EU driving licence? | Yes ☐ | No ☐ | Full ☐ | Provisional ☐ |
| A Large Vehicle Licence? | Yes ☐ | No ☐ | Class 1 ☐ | Class 2 ☐ |
| Digital Tachograph Card? | Yes ☐ | No ☐ | | |
| A forklift licence? | Yes ☐ | No ☐ | | |
| A certificate of Professional Competence | Yes ☐ | No ☐ | | |
| If yes, please provide details | | | | |
| If driving is a requirement of the position you are applying for, please provide details of any endorsements, including the amount of penalty points and the nature of the traffic offence. | | | | |

## EMPLOYMENT *Please continue on a separate sheet if necessary.*

| **Current or most recent employment** | |
|---|---|
| Name of Employer: | Address of Employer: |
| Job Title: | |
| Start Date: | Leaving Date: |
| Salary: | |
| Reason for leaving: | |
| Main duties and responsibilities of position held: | |

| **Previous employment** | |
|---|---|
| Name of Employer: | Address of Employer: |
| Job Title: | |
| Start Date: | Leaving Date: |
| Salary: | |
| Reason for leaving: | |
| Main duties and responsibilities of position held: | |

**REFERENCES** *Please provide details of two referees, one of whom should be your most recent or current employer and have direct knowledge of your work. Please note, friends, relatives, immediate past/present colleagues are not appropriate referees. If you are shortlisted, references will be taken up prior to interview unless otherwise stated. By completing this section you confirm that you have contacted the people stated below and confirm that they are happy for you to provide their details. We use the referees' personal data to assist us in the recruitment process. The employment details provided are used to verify your skills and experience. This form and its data will be disposed of upon receipt of the references.*

| | |
|---|---|
| Name: | Name: |
| Job Title: | Job Title: |
| Address: | Address: |
| Telephone Number: | Telephone Number: |
| Email Address: | Email Address: |
| May we contact referee prior to interview:<br><br>Yes ☐　　　　　No ☐ | May we contact referee prior to interview:<br><br>Yes ☐　　　　　No ☐ |

**EDUCATION AND QUALIFICATIONS** *Proof of qualifications will be required at the interview stage if required for the job. Please continue on a separate sheet if necessary.*

| **General Education** | | | |
|---|---|---|---|
| Schools attended | Dates From | To | Examinations (subjects/results) |
| | | | |

**Further and Higher Education (if applicable)**

| College/University attended | Dates | | Examinations (subjects/results) |
| --- | --- | --- | --- |
| | From | To | |
| | | | |

Are you currently studying for any further qualifications?      Yes ☐           No ☐

If yes, please provide details.

**TRANSACTION** *Please list any training or course(s) that you have attended that are relevant to the position you have applied for.*

**TRAINING** *Please list any training or course(s) that you have attended that are relevant to the position you have applied for.*

| Course title and type of training | Dates | | Organising body | Qualification/Level obtained (if relevant) |
| --- | --- | --- | --- | --- |
| | From | To | | |
| | | | | |

**SUPPORTING INFORMATION** *Please summarise any skills or attributes you have acquired through previous work experience, highlighting how you meet the requirements of the position you have applied for. You may also wish to include details of other paid/unpaid work, voluntary work, committee and club experiences or activities, and any other relevant interests. Please continue on another page if necessary.*

## ADDITIONAL INFORMATION

| | |
|---|---|
| Have you previously worked for Cotteswold Dairy Ltd? | Yes ☐     No ☐ |
| If yes, please provide details of job title, department/location, dates of employment and reason for leaving. | |

| | |
|---|---|
| If offered the position, will you continue to work elsewhere in any other capacity? | Yes ☐     No ☐ |
| If yes, please provide details. | |

## DECLARATION

**General Data Protection Regulations (GDPR)**

I understand that the Company needs to collect and use certain types of information about employees, in order to operate its business and to fulfil its legal obligations under the GDPR and that the information I have provided on this application form will be used during the recruitment process and if appointed will be used as part of my personnel records.

I consent to the company holding such information on file only for as long as it considers necessary to fulfil the purpose for which it was obtained and to process (including disposing and destroying) it in accordance with the GDPR Principles and any other procedures laid down by the Company for this purpose from time to time. I understand that the Company will take all reasonable precautions at all times to guard information against any unauthorised access and use.

I authorise the Company to obtain references to support this application process and release the Company and referees from any liability caused by giving and receiving information.

**Declaration**

I confirm that the information given on this form is, to the best of my knowledge, true and complete.   I understand that any misrepresentation by me on this application form will be sufficient cause for cancellation of this application and/or termination of my employment. I also understand that any offer of employment will be subject to satisfactory references, the completion of a post offer health assessment and proof of permission to work in the United Kingdom.

Signature: _____ Date: _____

Please ensure that you have completed this form fully, mark any blank spaces with N/A to indicate that you have read it but have no information to add. Once you have checked through your application to ensure that it is complete please email it to HR@cotteswold-dairy.co.uk or return it, marked as 'Private and Confidential', to:

Cotteswold Dairy Ltd,
Human Resource Department,
Northway Lane,
Tewkesbury,
Gloucestershire,
GL20 8JE

**Telephone** 01684 293922 **Website** www.cotteswold-dairy.co.uk