



Roots



The sign of quality fresh produce



CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

To be completed by the applicant

Today's Date: _____

Name: _____

Position applied for: _____

Available from: _____

Contact Number: _____

E-mail Address: _____

On completion of this form please return to:

For General Vancanies

The Personnel Manager
Huntapac Produce Ltd
293 Blackgate Lane
Holmes
Tarleton
Preston
PR4 6JJ
tina.jarvis@huntapac.co.uk
Tel: 01772 814915

For LGV Driving Vancancies

The Transport Manager
Huntapac Produce Ltd
293 Blackgate Lane
Holmes
Tarleton
Preston
PR4 6JJ
transport@huntapac.co.uk
Tel: 01772 814915

If requested to attend an interview photographic I.D. will be asked for.

PERSONAL DETAILS

(Before completing this form please read the notes on the final page)

Please complete all entries in CAPITAL LETTERS.

FIRST NAME: _____ Title: _____

SURNAME: _____

ADDRESS: _____

POST CODE: _____ Home Tel Number: _____

D.O.B: _____ Mobile Tel Number: _____

NATIONAL INSURANCE NUMBER: / / / / / / / / / /

ETHNIC ORIGIN:

The company operates a policy of equal opportunity for employment and advancement. To assist us in monitoring this policy please provide details of your ethnic origins.

UK / IRISH	AFRICAN	ASIAN	CARIBBEAN	ORIENTAL	OTHER EUROPEAN	OTHER
A	B	C	D	E	F	G

COUNTRY OF ORIGIN: _____

MAIN LANGUAGE SPOKEN: _____

OTHER LANGUAGE(S) SPOKEN: _____

CRIMINAL CONVICTIONS	If you have any convictions please give details below. Offences 'spent' under the provisions of the Rehabilitation of Offenders Act 1974 should not be included. This includes driving offences. If there are no offences write none.			
	DATE	OFFENCE	DATE	DECISION

DATE	OFFENCE	DATE	DECISION	EXPIRY DATE

EDUCATION

SECONDARY / FURTHER EDUCATION	DATES	EXAMS PASSED

EMPLOYMENT HISTORY

Please identify all job positions (including any formal training) you have had with your last 5 employers, showing the most recent one first. Continue on a separate sheet of paper if necessary.

EMPLOYER NAME & ADDRESS	YOUR DUTIES	MONTH & YEAR	REASON FOR LEAVING
1			
2			
3			
4			
5			

If you have been unemployed for any period between jobs or have not worked recently, please provide two referees who are not your relatives.

NAME:
ADDRESS:
NAME:
ADDRESS:

NEXT OF KIN (or person to be contacted in an emergency)	
NAME:	RELATIONSHIP:
ADDRESS:	
	POST CODE:
TELEPHONE DAY:	NIGHT:

Please add any further information that is relevant to your application i.e. hobbies, interests or Public and Civic duties undertaken including Military Reserve Service.

HAVE YOU ANY HOLIDAYS BOOKED YOU WISH US TO HONOUR:

NOTES FOR THE APPLICANT:

- 1. Employment by Huntapac is subject to receipt of satisfactory written references, which will not normally be taken up, until you have accepted our offer, and a satisfactory medical report in instances where a medical examination is required.*
- 2. A deliberate false statement in any of the sections (date of birth, previous employment, qualifications, receipt of SSP, medical conditions etc) will render this application and any subsequent contract invalid and employment will be terminated immediately.*
- 3. It is company policy to employ the best qualified and suitable personnel and provide equal opportunity for advancement of employees, including promotion and training, and not discriminate against any person because of race, colour, sex, national origin or marital status.*
- 4. Employees are required to undertake any shift or overtime work, if directed by the company to do so, and in such circumstances, payment will be made according to the current company policy which exists at the time when work is undertaken.*
- 5. All employees are required to satisfactory complete a 12 week probationary period.*

DECLARATION

*To the best of my knowledge and belief, all the particulars I have given are true and complete.
I understand that any false statement may be sufficient cause for rejection or, if employed, dismissal.*

Signed:	Date:
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DOCUMENTS REQUIRED TO ALLOW YOU TO WORK IN THE UK

Any **one** of the documents included below -

- * A passport showing that you are a British Citizen, or you have the right to live in the UK.
- * A document showing that you are a national of a European Economic Area country (including Switzerland). This must be a national passport or national identity card.
- * A residence permit issued by the Home Office to you as a national from a European Economic Area country (including Switzerland).
- * A passport or other document issued by the Home Office which has an endorsement stating that you currently have the right to live in the UK as a family member of a national from a European Economic Area country (including Switzerland) who lives in the UK.
- * A passport or other travel document endorsed to show that you can stay indefinitely in the UK, or that you have no time limit on your stay.
- * A passport or other travel document endorsed to show that you can stay in the UK, and that this endorsement allows you to do the type of work being offered if you do not have a work permit.
- * An Application Registration Card issued by the Home Office to you, as an asylum seeker, stating that you are permitted to take employment.

OR

A document showing your National Insurance Number and name, which could be a P45, P60, National Insurance card, or a letter from a Government agency, **along with one** of the documents below -

- * A full birth certificate issued in the UK which includes the names of your parents.
- * A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
- * A certificate of registration or naturalisation stating that you are a British citizen.
- * A letter issued by the Home Office which indicates that you may stay indefinitely in the UK, or have no time limit on your stay.
- * An Immigration Status Document issued by the Home Office with an endorsement indicating that you can stay indefinitely in the UK or have no time limit on your stay.
- * A letter issued by the Home Office which indicates that you can stay in the UK and that this allows you to do the type of work being offered.
- * An Immigration Status Document issued by the Home Office with an endorsement indicating that you can stay in the UK and that this allows you to do the type of work being offered.

OR

A work permit or other approval to take employment that has been issued by Work Permits UK, **along with one** of the documents below -

- * A passport or other travel document endorsed to show that you are able to stay in the UK and can take the work permit employment in question.
- * A letter issued by the Home Office confirming that you are able to stay in the UK and can take the work permit employment in question.