

# EMPLOYMENT APPLICATION FORM



POSITION APPLIED FOR	Bakery Production	Full Time Retail Sales	Part Time Retail Sales	Administration

Do you know anyone who is employed by Forfars Bakers:

Days available for work (please circle):	MON	TUES	WED	THURS	FRI	SAT
Hours available for work:						

Experience - please tick the skills you have gained during previous experience:

Food Preparation <input type="checkbox"/>	Cash Handling <input type="checkbox"/>	Serving Customers <input type="checkbox"/>
Baking Products <input type="checkbox"/>	Cleaning <input type="checkbox"/>	Bakery Product Knowledge <input type="checkbox"/>
Team Working <input type="checkbox"/>	Computer Literate <input type="checkbox"/>	Sandwich Making <input type="checkbox"/>
Electronic Tills <input type="checkbox"/>	Stock Rotation <input type="checkbox"/>	Supervising Staff <input type="checkbox"/>

Other Relevant skills:

## PERSONAL DETAILS

*Due to Health and Safety Rules, applicants must be over the Minimum School Leaving Age*

Full Name:		Miss / Mrs / Ms / Mr * circle title
Address:		
	Postcode:	
Home Telephone Number:	Mobile:	
Email:	NI Number:	
Full Driving Licence:	YES / NO	Do you own a vehicle? YES / NO
Do you have a criminal record or case pending (other than spent convictions under the Rehabilitation of Offenders Act 1974)?		YES / NO
If YES, please give full details:		
Have you worked for Forfars Bakers before?		YES / NO
If YES, please give full details:		

## CURRENT EMPLOYER DETAILS

Dates of Employment:	From	To:
Employers Company Name:		
Address:		
		Post Code:
Nature of Business:		
Brief Description of main duties:		
Reason for Leaving:		

**PREVIOUS EMPLOYMENT** (please supply details covering 5 years - most recent employer at the top)

Employer's name and address	Dates		Main Duties	Reason for Leaving
	From	To		

**EDUCATION**

	Name	Qualifications gained
Secondary School		
College/University		
Food Hygiene Certificate	YES / NO:	Date:

**Why would you like to work for Forfars Bakers?**

**Any other information to support your application:**

**DECLARATION**

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or render me liable to summary dismissal.

I understand that these details will be held in confidence by the Company, for the purpose of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1988.

<b>Signature</b>	<b>Date</b>
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**RESPONSES**

If you have not heard from us within 28 days please assume that we are unable to offer you an interview on this occasion. PLEASE NOTE: It is not possible to offer feedback to all unsuccessful applicants.

**Forfars Bakers Ltd**

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