



APPLICATION FOR EMPLOYMENT

The first step

You must complete all sections of the application form, once you have done so please send it to:

**The HR Department
Fresh Service Ltd
Fruit Distribution Depot
Darenth Hill
Dartford DA2 7QY**

Fresh Service and EWT operate an equal opportunities policy to ensure that we do not discriminate on grounds of gender, marital status, colour, race, nationality, religion, ethnic or national origin, age or disability when recruiting new people or promoting existing employees.

We would appreciate your co-operation in completing this section of the form to help us ensure that our policy is effective.

Please circle the description most relevant to you. Thank you.

Male	Female		
Married	Single		
Date of Birth:			
Do you have a disability?	Yes	No	
I would describe my ethnic origin as:			
Bangladeshi	Black African	Black Caribbean	Black Other
Chinese	Indian	Irish	Pakistani
White	Other White	European	Other (please specify):

If you have ticked Black Other or White Other how would you describe yourself? (please detail below)

RECRUITMENT SOURCE

How did you learn about this vacancy? Please tick appropriate box:

Local Press (which one)	
Job Centre	
Jobs in Kent	
Other (please specify):	

If referred by a Fresh Service or EWT employee please enter their name:	
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Section 1 – What position

Position Applied for:	
If applicable, please circle if you are able to work: (bear in mind the more flexible you are the more opportunities there are.)	Day Shifts Only /Night Shifts Only/ Either/ Willing to work Weekends
When would you be able to start work with us?	
Do you have any time off booked? Holidays etc, if so list dates. These may have to be unpaid if you have not accrued leave.	

Section 2 - Your details

First Name:	
Mr/Miss/Mrs/Ms	
Address:	
Postcode:	

Surname:	
Email Address:	
Contact Telephone No:	
Mobile Telephone No:	
National Insurance No:	

Are you legally entitled to work in the UK?	Yes		No	
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As stated in the Asylum and Immigration Act 1996, we must ask for proof that you are entitled to work in the UK.

Please state your nationality:	
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Should you be invited to attend an interview you will need to bring proof of eligibility along with you, e.g.

- Evidence of your National Insurance Number (P45, P60, National Insurance Card, old pay slip)
- Passport, work permit, certificate of registration or letter of naturalisation as a British Citizen and your Workers Registration Permit or Application for such.

Section 3 - Your driving licence details

If you are applying for a position which may require driving a vehicle on behalf of the company, please complete this section. Circle the category of vehicle you are entitled to drive, and bring your licence(s) with you to any interview.

Licence Category	Licence Number	Issue Date	Expiry Date
Ordinary(car)/Motorcycle			
HGV			
Forklift			

Please give details of any:

• Endorsements:	
• Other driving convictions that do not carry endorsements, including those that are pending:	
What transport will you use to commute to work:	

Section 4 Your work experience

Please **summarise your last 5 years'** work experience, starting with the most recent. Include any temporary and Voluntary community work, work experience, weekends and evening jobs, etc. Continue on a separate sheet if necessary or alternatively attach a copy of your CV.

Employer's Name and Address	Date from	Date to	Describe your job/duties	Salary and reason leaving

What qualities would you bring to Fresh Service or EWT?	
Do you have any other jobs, which you intend to continue? (If so give details below.)	

Are you related to any current or previous member of staff or EWT or Fresh Service?	Yes		No	
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Section 5 - Your qualifications

Please provide details of any qualifications you have gained.

Subject	Qualification (e.g. GCSE/O level A level or equivalent NVQ's and further education and or additional vocational training; first aid, FLT etc.)	Date gained

Section 6 - Your references

All employment offers at Fresh Service and EWT are subject to satisfactory references. We require contact names for the last 3 years of employment. If at any time during this period you were not in employment, please detail the reasons and dates using the "Gaps in Employment" box below.

Your current employer will not be contacted without your prior consent.

Please use an additional sheet if necessary.

CURRENT EMPLOYER

Contact Name:	
Company:	
Position & duties:	
Reason for leaving:	
Address:	
Postcode	
Telephone No:	
Dates from:	

PREVIOUS EMPLOYER

Contact Name:	
Company:	
Position & duties:	
Reason for leaving:	
Address:	
Postcode	
Telephone No:	
Dates from:	

PREVIOUS EMPLOYER

Contact Name:	
Company:	
Position & duties:	
Reason for leaving:	
Address:	
Postcode	
Telephone No:	
Dates from:	

GAPS IN EMPLOYMENT

Reason	Date (month-year)	
	From	To

Section 7 - Your health

How many days were you absent through illness or injury in the last 12 months?	
Please give details:	

Do you consider yourself to have a physical or mental disability or long term medical condition that affects you in your normal day to day activities (e.g. hearing impairment, diabetes, asthma etc)? Please detail:

Section 8 - Other information

Please provide us with details of any criminal convictions which are not spent under the Rehabilitation of Offenders Act 1974. Failure to do so may result in the termination of any Contract of Employment arising from this application. Conviction of a criminal offence may prevent you being considered for certain positions.

Have you been convicted of a criminal offence in this or any other country?	Yes	No
Have you ever received a caution from the police with respect to the commission of a criminal offence over the last 5 years?	Yes	No
If you have answered yes to any of the above questions, please provide details below:		

Declaration

I declare that this information is accurate, and I accept that should any statement made by me in connection with this application is found to be false, the application shall be void and as a result any contract arising may be terminated by the Company at any time. I give my permission for references to be taken from previous employers.

Signature:		Date:	
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The information provided on this form will be used as part of our selection process. It will be retained for the duration of your employment with either Fresh Service or EWT and will be held for up to 6 years after the end of your employment. We comply with the Data Protection Act, 1998 and will only process personal sensitive data in accordance with the Act.