



Denny Bros Ltd

Kempson Way, Bury St. Edmunds, Suffolk. IP32 7AR
Telephone: 01284 701381

CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

Surname:	
Forenames:	
Current address: How long have you lived at this address?	
Day time telephone number:	
Evening telephone number:	

Position applied for:	
-----------------------	--

Employment History

Present post:	Job title:	
Employer:	Date started	
Salary and benefits:		
Major duties and responsibilities:		
Reason for wishing to leave:		
Is your present post your sole regular employment:	YES	NO
What is the notice required in your present post:		

Previous posts (please start with the most recent):				
Job title:	Employer:	Dates (from-to):	Salary:	Reason for leaving:

Education / Training

Secondary education:	Dates attended:	Qualifications / grade:		
Further / higher education:	Dates attended:	Qualifications (with date) / grade:		
Other relevant training, professional qualifications or work related skills (for example languages, computer literacy, etc.):				
Are you undertaking any course of study at present? (If so, please give details)				
Do you have membership of any professional bodies? (If so, please give details, including any offices held)				
Are you a British subject or a national of any EU country?				
If not, do you have the right to work in the UK and a current work permit?				
If so, please state the expiry date of your right to work in the UK and/or your work permit:				
Do you have a full driving licence?		YES	NO	
Do you have any current endorsements?		YES	NO	
Do you have use of a car?		YES	NO	

How did you learn of the vacancy?		
-----------------------------------	--	--

Do you have a disability?	YES	NO
---------------------------	-----	----

If 'yes', please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs and thus meet our obligations under the Disability Discrimination Act 1995:

--

Convictions

Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. (As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared)

--

References

Please give the details of two referees, stating how long you have known them. References for shortlisted candidates will be taken up before interview unless you request otherwise.

1. Name:	2. Name:
Address:	Address:
Telephone number:	Telephone number:
Occupation:	Occupation:
Time known:	Time known:
May references be taken up before interview? YES / NO	May references be taken up before interview? YES / NO

It is the Company's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.

Supporting Information

Please give any details you feel are relevant in support of your application, such as why you are interested in this post, and details of hobbies, interests. Use additional sheets if necessary.

If employed would you be willing to:		
a) Work reasonable overtime when necessary	YES	NO
b) Work shift hours	YES	NO
My intended method of travel to work would be:		

I hereby give my consent to Denny Bros Group processing the data supplied in this application form for the purpose of recruitment and selection.

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request (on payment of a fee) the right of access to personal data held about them.

Please read the following before signing below:

- (i) Any offers of employment which you accept with this company will be subject to a three month probationary period.
- (ii) Unless otherwise mutually agreed, your current employer will NOT be approached for a reference before you have accepted an offer of employment with this company.
- (iii) If we subsequently receive unsatisfactory references, or other information, which leads us to believe you deliberately withheld or falsified any relevant facts during the course of this application, the offer of employment may be withdrawn/terminated.
- (iv) If offered employment, you may be required to undergo a medical examination (at the company's expense).

I declare that the information I have given on this form is complete and accurate.

Signed..... (applicant) Date / /