

Confidential Employment Application Form



POST: _____

Please complete this form in typescript or black ink and return it with CV and letter of application to:

The Human Resources Department.
Brown Brothers (Manufacturing) Limited
Kelloholm, Ind, estate.
Kirkconnel,
Dumfriesshire,
DG4 6RB
Tel: 01659 66405
Fax: 01659 66414
E-mail: enquiries@brownbrothers.net
Website: www.brownsfoodgroup.com

1 Personal Details

Preferred title (e.g. Mr, Mrs, Ms, Miss,)

Surname

Forenames

Home Address

Postcode:

Home telephone number

Work telephone number (if this can be used)

Fax number

Email Address

YES NO

Are you required to hold a work permit in the UK? Please tick the appropriate box

Are you subject to any conditions relating to your entitlement to be employed in the UK?

If yes please give details

Position applied for

Advertised in

Advertisement date

2 Referees

All offers of employment at Browns Food Group are subject to the Company being satisfied with the work references received

Please provide details of three work related referees who are able to describe your suitability for this post. The first of these must be your present or most recent employer, unless you have not worked before. If you have recently left full-time education one of your referees must be someone who has a good knowledge of your work.

	1 st Referee (current or most recent employer)	2 nd Referee
Name		
Address		
Tel		
Fax		
Email		
Position held by Referee		

I give permission for all my referees to be contacted before the interview. YES NO

If No, I give permission for all my referees to be contacted before interview except my current employer who will be contacted after an offer has been made.

3 Qualifications and Training

Please give details of qualifications (academic, professional and vocational) you possess or educational and training courses you have attended that are relevant to your application, starting with the most recent first. *Please continue on separate sheet(s) if necessary. DATES OF ACHIEVEMENTS GAINED AT SCHOOL NEED NOT BE ENTERED, DATES OF TIMEBOUND QUALIFICATIONS MUST BE ENTERED*

From To	Name of Educational Establishment/ Training Centre and Course	Qualification(s) obtained (including grade if applicable)
/ / / /		

4 Present (or most recent) employment

Post

Date appointed to post

Period of notice required

Name and address of employer

Date and reason for leaving (if applicable)

Basic salary

Additional allowances

Brief description of duties

5 Previous employment

From / / To / /	Name and address of employer	Job title, brief description of duties and reason for leaving

Sickness Record

How many days have you been absent from work in the last two years? *Please give an explanation where appropriate.*

6 Statement in support of application

Tell us how your knowledge, experience, skills and training, in either paid or unpaid work, or through study, make you a suitable applicant for this post. *Please continue on separate sheet(s) if necessary.*

7 Declaration and authorisation

By my signature on this application, I authorise the verification of the above information and any other necessary inquiries that may be needed to determine my suitability for employment. I agree the information on this form may be used for registered purposes and storage under the Data Protection Act 1998.

Signature

Date

I hereby certify that the information given to you on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered, and that I possess the qualifications which I claim to hold. I understand that if any false or deliberately misleading information is given then my name may/will be withdrawn from the list of job applicants or if appointed I may/ will be subject to immediate dismissal without notice.

Please complete the enclosed questionnaire on Equal Opportunities and return it with this form. The Equal Opportunities data will be used to monitor the effectiveness of the Company's Equal Opportunity policy and will be kept entirely separate from the selection process

Equal Opportunities Monitoring Form

Browns Food Group is committed to a policy of Equal Opportunities in employment to ensure that all candidates for employment are treated equally. In order to carry out our statutory duties we require you to provide information on the key characteristics which relate to Equal Opportunities in employment. Applications are welcome from all sections of the community.

The information you provide will in no way prejudice your application as it will not be available to the Interview Selection Panel.

Post:

Please tick the appropriate boxes

	MALE	FEMALE	
Are you	<input type="checkbox"/>	<input type="checkbox"/>	Date of birth

Which category best describes the ethnic group to which you belong:

WHITE	<input type="checkbox"/>	British <small>11</small>	<input type="checkbox"/>	Irish <small>12</small>	
	<input type="checkbox"/>	Other White background (individual to specify details) <small>19</small>			
BLACK OR BLACK BRITISH	<input type="checkbox"/>	Caribbean <small>21</small>	<input type="checkbox"/>	African <small>22</small>	
	<input type="checkbox"/>	Other Black background (individual to specify details) <small>29</small>			
ASIAN OR ASIAN BRITISH	<input type="checkbox"/>	Indian <small>31</small>	<input type="checkbox"/>	Pakistani <small>32</small>	<input type="checkbox"/>
CHINESE	<input type="checkbox"/>	Chinese <small>34</small>			<input type="checkbox"/>
	<input type="checkbox"/>	Other Asian background (individual to specify details) <small>39</small>			
MIXED	<input type="checkbox"/>	White and Black Caribbean <small>41</small>	<input type="checkbox"/>	White and Black African <small>47</small>	<input type="checkbox"/>
	<input type="checkbox"/>	Other Mixed background (individual to specify details) <small>49</small>			
OTHER	<input type="checkbox"/>	Other Ethnic background <small>80</small>			
	<input type="checkbox"/>	Not known	<input type="checkbox"/>	Information refused	

Please indicate your religion or belief.

Christian	<input type="checkbox"/>	Baha'I	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Zoroastrian	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Jain	<input type="checkbox"/>	Other	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	Rastafarian	<input type="checkbox"/>	None	<input type="checkbox"/>

Do you have a disability : **YES** **NO**

If yes please specify

Job applicants with a disability are invited to contact the Human Resources Department in confidence at any point during the recruitment process to discuss steps that could be taken to overcome operational difficulties presented by the job, or if any adjustments or support are required for interview.