



APPLICATION FORM

In Confidence

Please complete this form in full, using block capitals and black ink.

Please return completed form to;

Ms L Jacob, Fletcher Farm Services, Decoy Farm
Decoy Road, Newborough, Peterborough
PE6 7QD

PERSONAL DETAILS

Position applied for: _____

Full Name, including middle) _____

Address _____

Postcode

Home phone _____ Mobile Phone _____

REFEREES

Fletcher Farm Services will approach the referees of shortlisted candidates, only after seeking permission of the applicant. Please give details of 2 referees who can comment on your suitability for this position. One referee must be your current or most recent employer.

1. Present/most recent employer	2. Second referee
Name	Name
Job Title	Job Title
Address	Address
Telephone No.	Telephone No.
In what capacity does this person know you?	In what capacity does this person know you?

EDUCATION, QUALIFICATIONS & TRAINING

(Where applicable please include details of examinations, which have been or are about to be taken but results of which are not yet available)

Secondary, Further & Higher Education:

Subjects	Qualification (eg GCSE, A level etc)	Grade Achieved (expected)

Professional Qualifications: (proof of qualifications will be required)

Name of professional body and qualification awarded	Membership Grade	Was membership gained by examination	Date of completion

Training course(s) attended: (relevant to the position)

VEHICLES

Do you have a current driving license (excluding Provisional) YES NO
 Do you B + E allowing you to tow a trailer YES NO
 Do you have any valid endorsements YES NO

If YES please provide details _____

CONVICTIONS

Do you have any unspent convictions? YES NO

if YES please provide detail _____

DETAILS OF CURRENT OR LAST EMPLOYMENT

Name and address of employer	from	to	reason for leaving	notice required	Salary

Briefly describe your current/most recent employment, highlighting duties, responsibilities, skills or experience gained relevant to the position applied for. If you are a school leaver please include holiday/casual employment.

Job Title _____

DETAILS OF PREVIOUS EMPLOYMENT / WORK EXPERIENCE (apprentice)

Please provide details of your past employment history to date, starting with your most recent, accounting for any periods of time not spent in further education or employment. For posts in the last five years, please include salary details. (For apprentices please give details of any full or part time jobs held or work experience done whilst at school or college or on a training scheme:)

Name and address of employer	Position held	From	To	Salary	Reason for leaving (work/training done)

continue over the page

Name and address of employer	Position held	From	To	Salary	Reason for leaving (work/training done)

continue on a separate sheet if necessary

YOUR ABILITY TO MEET CRITERIA FOR THE POST

Please describe in this section all knowledge, experience and skills you possess which you believe will be relevant to the position applied for. Continuation pages may be used, please ensure each is numbered and secured to this application.

Please also state why you are interested in this job position, in one short paragraph.

INTERESTS

Please give details of hobbies, sports, voluntary work and other interests you may have:

DISABILITY

Do you consider yourself to have a disability or long term health problem?

YES

NO

If YES please give details

Definition of Disability

Section 1 of the Disability Discrimination Act defines a person as having a disability if he/she "has a physical or mental impairment, which has substantial and long-term adverse effect on their ability to carry out normal day to day activities".

ATTENDING AN INTERVIEW

Please note, we are legally obliged to support the Government in preventing illegal working and you are therefore politely requested to bring one of the following original documents with you, should you be invited to attend an interview, for checking and copying by the interviewer.

- British Passport
- EEA passport/identity card
- Travel document stating you have the right to stay and work indefinitely in the UK

DECLARATION

I declare that the information contained in this form is true and accurate. I understand if it is subsequently discovered any statement is false or misleading, my employment may be terminated without notice.

Signature

Print Name

Date

Fletcher Farm Services

In confidence

Equal opportunities monitoring self-classification form

We hope you will assist us by completing this form. This information is being requested to monitor the operation of Fletcher Farm Services' Equal Opportunities policy and effectiveness of advertising media used, and for no other reason. The data will be treated with the utmost confidentiality and will not be taken into account when assessing the information contained on your application form.

Name _____ Title _____
Date of Birth _____ Male Female
Position applied for _____

ETHNIC ORIGIN

How would you describe your ethnic origin?
Ethnic origin refers to members of an ethnic group who share the same cultural background and identity. Please note the categories listed below are approved by the Commission for Racial Equality

Please put a tick in one of the boxes

Black African	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Irish	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>	White (incl UK)	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Any other group	<input type="checkbox"/>
Black Other (please specify)	<input type="checkbox"/>			(please specify)	

MARITAL STATUS

Please tick appropriate box
I am: Married Single Other

DISABILITY

Do you consider yourself to have a disability or long term health problem? YES NO
If YES please give details _____

Definition of Disability
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How did you hear of this vacancy _____
 Advertisement (please state name of publication) _____
 Job Centre
 Other (please specify) _____

Signature : _____ Date : _____