



**PLEASE COMPLETE THIS FORM AND RETURN TO: -**  
**Human Resources**  
**Univeg Katope (UK) Ltd**  
**Stephenson Avenue**  
**Spalding**  
**Lincolnshire**  
**PE11 3SW**

For Department Use Only	
Acknowledged	_____
Interview Date & Time	_____
2 <sup>nd</sup> Interview Date & Time	_____
Result Notified	_____
Applicant Number	_____

**NB This application form must be completed in full and in block letter or typescript. You are welcome to supplement this form with your C.V., if you have one.**

<b>POSITION APPLIED FOR</b>	
<b>PERSONAL DETAILS</b>	
Surname	First Name(s)
Title: Mr/Mrs/Ms/Other	
Address	Telephone Number
	Home
	Mobile
Post Code	Work (if we may call you there)
When are you available for interview? Do you have any special requirements in relation to your interview arrangements? YES <input type="checkbox"/> NO <input type="checkbox"/> Is your ability to perform the job for which you are applying limited in any way? YES <input type="checkbox"/> NO <input type="checkbox"/> (If you have answered YES to either of the above questions, tell us about any adjustments we may need to make to assist you)	
Do you have the right to work in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/> Do you require a work permit to work in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Give details of any unspent criminal convictions that you may have (as accordance with the Rehabilitation of Offenders Act 1974)	

**EMPLOYMENT (Dates should indicate day, month and year)**

**PRESENT (OR LAST) EMPLOYER**      DATES OF EMPLOYMENT      JOB TITLE      WAGE

			£                      Per hr/annum (delete as necessary)
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Main Duties

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Reason for leaving

Notice period

**PREVIOUS EMPLOYMENT**      DATES OF EMPLOYMENT      JOB TITLE      WAGE

			£                      Per hr/annum (delete as necessary)
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Main Duties

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Reason for leaving

Notice period

**EMPLOYER**      DATES OF EMPLOYMENT      JOB TITLE      WAGE

			£                      Per hr/annum (delete as necessary)
			£                      Per hr/annum (delete as necessary)
			£                      Per hr/annum (delete as necessary)

Please use a continuation sheet for other previous employment if necessary

**REFEREES** We will only accept personal references from those people who have not previously been employed in the UK (no approach will be made to your current employer without your permission)

Name, Title and Address of Referee

Name, Title and Address of Referee

Email

Post Code

Telephone

Email

Post Code

Telephone

**JOB TRAINING**

List business qualifications, certified training, apprenticeships, or any other formal skills acquired.

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Skill	Type	Issued by	Expiry date

Do you have a relevant driving licence?

YES  NO

Please give details of any driving offences currently endorsed on your licence:

**NB** You must bring any relevant certificates and licences with you to any interview.

**EDUCATION****SECONDARY EDUCATION**

School

Dates

Subject / Qualification achieved

From

To

**FURTHER / HIGHER EDUCATION**

College, University, or other  
Further education

Dates

Subject / Qualification achieved

From

To

List any associations or professional bodies to which you belong and the length of your membership:

Explain why you think you are a good candidate for this post relating to your education, training and employment experience.

Please use a continuation sheet if necessary

**DECLARATION – THIS SECTION MUST BE COMPLETED BY ALL APPLICANTS**

I confirm that the information on this form and any other material submitted by me is true and accurate to the best of my knowledge. I accept that any false or misleading information could result in my dismissal. I confirm that this form has been completed by me in person.

Signed.....Date.....

Candidates who are unable to complete the form themselves because of a disability should ask the person assisting them to sign the declaration below on their behalf.

I confirm that I have completed this form on behalf of.....(candidate's name) entering only those details given to me by the candidate. The candidate understands that any false or mistaken information could result in his\her dismissal.

Signed.....Date.....

Your name.....

Please state your capacity on behalf of the candidate (e.g. parent, spouse, other relative, Carer, friend etc.)

**COMPANY USE ONLY**

Director \ Manager please complete this section and submit this form to the HR Department as soon as a decision has been made on the applicant.

**COMMENTS ON INTERVIEW**

**NB** Have you seen qualification certificates \ licences relevant to the post and attached copies taken from the originals to the application form ? YES  NO

**Reasons for candidate suitability? (please explain)**

Job offer YES  NO  Job Title.....Shift .....

Starting date .....Salary £..... per hr/annum

Other benefits / Special terms or requirements

Has outline offer been made YES  NO  Name of Manager.....

Signed .....Senior Manager / Director's approval.....



## EQUAL OPPORTUNITIES MONITORING INFORMATION

Univeg Katope UK is committed to the principle of Equal Opportunities in recruitment and opposes all forms of unlawful or unfair discrimination. Applicants are welcome from all sections of the community. In order to help the Company measure our progress towards widening diversity among our workforce, you are asked to provide the information requested below.

**This form is not used as part of the selection process**

The information is necessary for monitoring purposes only; this slip will be detached from your application when it is received.

**Please tick the appropriate box**

Are you:    Male                          Female

Date of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

What is your ethnic group? Chose one section from A to E, then tick the appropriate box to indicate your cultural background (2001 census categories)

<p><b>A White</b></p> <p><input type="checkbox"/>                      British</p> <p><input type="checkbox"/>                      Irish</p> <p><input type="checkbox"/>                      Any other white background (please write in) _____</p>	<p><b>D Black or Black British</b></p> <p><input type="checkbox"/>                      Caribbean</p> <p><input type="checkbox"/>                      African</p> <p><input type="checkbox"/>                      Any other black background (please write in) _____</p>
<p><b>B Mixed</b></p> <p><input type="checkbox"/>                      White &amp; Black Caribbean</p> <p><input type="checkbox"/>                      White &amp; Black African</p> <p><input type="checkbox"/>                      White &amp; Asian</p> <p><input type="checkbox"/>                      Any other mixed background (please write in) _____</p>	<p><b>E Chinese or other ethnic group</b></p> <p><input type="checkbox"/>                      Chinese</p> <p><input type="checkbox"/>                      Any other (please write in) _____</p>
<p><b>C Asian or Asian British</b></p> <p><input type="checkbox"/>                      Indian</p> <p><input type="checkbox"/>                      Pakistani</p> <p><input type="checkbox"/>                      Bangladeshi</p> <p><input type="checkbox"/>                      Any other background (please write in) _____</p>	<p><b>What is your religion? (2001 census categories)</b></p> <p><input type="checkbox"/> None                      <input type="checkbox"/> Jewish</p> <p><input type="checkbox"/> Christian                      <input type="checkbox"/> Muslim</p> <p><input type="checkbox"/> Buddhist                      <input type="checkbox"/> Sikh</p> <p><input type="checkbox"/> Hindu                      <input type="checkbox"/> Any other religion (please write in) _____</p>

Do you consider yourself to have a disability? YES  NO

How did you hear about this vacancy? \_\_\_\_\_

**For Office Use Only**

Position applied for	Applicant number	Tick if appointed <input type="checkbox"/>
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