



Position applied for

When you have completed this form please return to :  
 Freshfayre Ltd Unit 10 Severn Way,  
 Hunslet Trading Estate,  
 Leeds LS10 1BY

## Application Form

**This form must be completed in the applicants hand writing**

Please tell us as much about yourself as possible so that we are able to make a fair decision to select the people who can help us to achieve our aims. Please read the form thoroughly prior to completion and complete it very clearly. Please note that applicants must complete this application form accurately and truthfully, failure to do so will result in the Company withdrawing its offer of employment, or in dismissal if the person has already commenced work.

Surname:	Title Mr/Mrs/Miss/ Ms/ other :
Other Names :	Date of Birth:
Current Address :	Contact Numbers :
Post Code:	Home: Mobile

## Employment History

Please put most recent employers first and include all periods of unemployment, self employment and service in HM Forces.

Date from _____	To _____	Job Title _____
Name and Address of Employer (this address and telephone number will also be used for reference purposes)		
_____		
_____		
Contact Name and Number _____		
Describe your Job Role:		
_____		
_____		
Key Achievements:		
_____		
Reason for Leaving _____	Final Salary _____	

## Employment History Continued

Date from _____	To _____	Job Title _____
Name and Address of Employer (this address and telephone number will also be used for reference purposes)		
_____		
_____		
Contact Name and Number _____		
Describe your Job Role:		
_____		
_____		
Key Achievements:		
_____		
Reason for Leaving _____	Final Salary _____	_____

Date from _____	To _____	Job Title _____
Name and Address of Employer		
_____		
_____		
Contact Name and Number _____		
Describe your Job Role:		
_____		
_____		
Key Achievements:		
_____		
Reason for Leaving _____		
_____		

Date from _____	To _____	Job Title _____
Name and Address of Employer		
_____		
_____		
Contact Name and Number _____		
Describe your Job Role:		
_____		
_____		
Key Achievements:		
_____		
Reason for Leaving _____		
_____		

Date and Place of Education / or Courses attended	Qualifications Gained

***Reasons for Applying for this position***

1) Give reasons as to why you are interested in this job & your suitability

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2) Tell us how you would get to work during unsociable hours

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3) What are your interests / hobbies

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4) Tell us any other information you feel is relevant to your application

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## General Information

### Asylum & Immigration Act 1996

We are required by law to ensure that anyone working for Freshfayre Ltd is entitled to live and work in this country

Are you legally entitled to work in the UK      Yes          No   

National Insurance Number

In line with the Asylum and Immigration Act 1996 we have to ask for proof of your right to work in the UK.

Therefore if you are invited for an interview please bring with you the original and a photocopy of one of the following:

- Evidence of National Insurance number and name, e.g. P45, NI card, letter from a government agency or an old pay slip. A passport, an endorsement in a passport, a birth certificate, a registration or naturalisation document or a letter from the Home Office.
- A document showing that you are a national of a European Economic Area country. This may be a passport or a national identity card.
- A work permit from the department of Education and Employment. A passport, an endorsement in a passport, a birth certificate, a registration or naturalisation document or a letter from the Home Office

### Interview Arrangements

Please list any requirements you may have that we need to be aware of should you be invited for interview.

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Please indicate any dates and times you are not available for interview.

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### Health Details

Do you have any long term Health Condition?      Yes          No   

If Yes please describe how this affects you in your daily life

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Is this a re-occurring condition?      Yes          No   

How many days absent or sick have you had from work over the past two years?

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Should your application be successful, an offer of employment will be made to you subject to a satisfactory health questionnaire which will be completed at your induction.

### Criminal Convictions

Do you have any unspent criminal convictions, cautions etc?    Yes        No   

If you have answered yes please enclose details with your application form. Any information you submit will be treated in the strictest confidence.

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**Other Information**

If successful please indicate when you will be available to start work  
 \_\_\_\_\_

Do you have any holidays booked? Yes  No

Dates booked  
 \_\_\_\_\_

Have you applied to, or worked for Freshfayre Ltd before? Yes  No   
 If yes please give details

**Drivers Details**

*Please only complete this section if you are applying for vacancy that requires you to drive a company vehicle*

**Please bring the original copy of your licence to the interview with you.**

Do you have a full driving licence? Yes  No  Date Test Passed \_\_\_\_\_

What classification of licence do you hold?  
 Licence Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Is your driving licence clean? Yes  No   
 If you have answered 'No' please explain the reasons below:

Date LGV test passed \_\_\_\_\_ Location of test \_\_\_\_\_

Groups/Types \_\_\_\_\_

Do you have knowledge of tachograph use and regulations? Yes  No

Have you experience of a Multi Drop role? Yes  No  If Yes, No. of Drops per Day \_\_\_\_\_

If you have answered 'Yes' to Multi Drop Role, please detail the experience below:

**Declaration**

*In order for us to process your application it is important that the information you provide is accurate and that all sections relevant to you and the post you are applying for are completed. Please sign below to confirm that the information you have given on this form is true and complete.*

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Freshfayre Ltd will use your information, including any sensitive personal data which you provide on this application form, to assess your suitability for employment with us. If your application is unsuccessful we would like to keep a record of your information in case other job opportunities arise in the future which we think may interest you. The information will be kept for a period of up to six months. If you do not wish us to do this please tick this box

You have the right to ask for a copy of the information which we hold on you and which is subject to the Data Protection Act 1998 (for which we may make a small charge) and to correct any inaccuracies in your information. If your application is successful we will use your information for monitoring equal opportunities, personnel administration and management purposes.