

# **Local Food Links Limited**

# Application for the post of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please indicate which position and the location you are applying for)

**PLEASE COMPLETE ALL SECTIONS IN BLACK INK.**

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| **PERSONAL DETAILS** | | | |
| **Surname** |  | | |
| **Forenames** |  | | |
| **Current address** |  | | |
| **Telephone numbers** | Daytime | | Evening |
| **Email address** |  | | |
| **Nationality** |  | | |
|  | If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. | | |
| **Do you need a work permit to be employed in the UK?** | YES | NO | If you already have a work permit, when does it expire? |

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| **EMPLOYMENT HISTORY** | | | | | |
| **Current employment** | | **Job title** | | | |
| **Employer’s name** | | **Date commenced** | | | |
| **Employer’s address** | | **Date ended or notice period** (as applicable) | | | |
| **Salary & benefits** | | **Hours per week** | | | |
| **Reason for leaving or wishing to leave** | | | | | |
| **Is this your only form of employment at present?** | | | | YES | NO |
| **Main duties and responsibilities** | | | | | |
| **Previous Employment (please start with the most recent)** | | | | | |
| **Job title** | **Employer** | **Dates (from-to)** | **Salary and reason for leaving** | | |
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| **EDUCATION AND TRAINING** | | |
| **Secondary education** | **Dates attended** | **Qualifications/grade** |
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| **Further/higher education** | **Dates attended** | **Qualifications /grade** |
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| **Other relevant training or work related skills** | | |
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| **Are you undertaking any course of study at present? (if so, please give details)** | | |
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| 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. | | |

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| **SUPPORTING INFORMATION** |
| Please give any details you feel are relevant in support of your application, including why you are interested in this post. Please explain what interests you about this vacancy. Please use an additional sheet if necessary.  What skills and personal qualities can you bring to this post? |
| **EXISTING RELATIONSHIPS** |
| Please provide details here if you either know or are related to someone who currently works for us, including their full name and your relationship to them. |

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| **DRIVING INFORMATION** | | |
| Do you have a full driving licence? | Yes | No |
| Do you have any current endorsements? | Yes | No |
| Do you have use of a vehicle? | Yes | No |

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| **REHABILITATION OF OFFENDERS ACT 1974 (Exceptions) Order 1975** | | |
| Do you have any convictions that are spent or unspent under the Rehabilitation of Offenders Act? If “Yes”, please provide further details. As this post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, both spent and unspent convictions must be declared. | Yes | No |
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| **DISABILITIES** | | |
| If selected for interview, do you require any special arrangements to be made on account of a disability? | Yes | No |
| If “Yes”, please give brief details of the effects of the disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010. | | |

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| **REFERENCES** |  |
| Please give the details of two referees. One should be your current or most recent employer. 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:** |
|  |  |
| **Email address:** | **Email address:** |
|  |  |
| **May references be taken up before interview?**  YES/NO | **May references be taken up before interview?**  YES/NO |

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| **DECLARATION** |
| I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, that this will be sufficient grounds for withdrawing any offer of employment or terminating my employment.  I hereby give my consent to Local Food Links Ltd contacting the above named referees as I have indicated.  The information provided by you on this form may be processed for purposes permitted by the General Data Protection Regulation. You have, on written request, the right of access to personal data held about you. The Company treats personal data collected during the recruitment process in accordance with our Data Protection Policy.    Applicant's signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

PLEASE RETURN THIS FORM TO:

**Caroline Morgan, Chief Executive**

**Local Food Links Ltd , Unit 17, St. Michael’s Trading Estate, Bridport, Dorset, DT6 3RR**