

Applicants name:



Application Form

Personal Details

First Name		Surname	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify)		
Address		Daytime Telephone	
		Home Telephone	
		NI Number	
Postcode		Mobile	
Email			
Do you speak English?	Yes <input type="checkbox"/> No <input type="checkbox"/>	What languages do you speak?	
What passport do you hold?	EU <input type="checkbox"/> Other <input type="checkbox"/>	If other, please advise	
Can you legally work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Do you have a work permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of work permit or visa	
What Visa do you have and when does it expire?			
Do you have a full clean UK driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Current/Most Recent Employment

Present or most recent employer (Company Name & full address)		
		Postcode
Job title		
Description of duties & responsibilities		
Dates employed		
Reason for leaving		
Notice period required		

Previous Employment

Employer Name		Job Title	
Main Duties			
Dates Employed			
Reason for leaving			

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Main Duties			
Dates Employed			
Reason for leaving			

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Education, Training & Skills

Please detail below any qualifications, training or skills you think may be relevant to the position

About You

What type of position do you want?

Expected wages

What hours can you work?

Full time Part time

Hours available

Please detail below any other information you think may be relevant to your application

References

Please provide details of any references below

Signature

Date

Please return completed application form to: HR Department
Scheff Foods Limited
Halfords Park
Halfords Lane
Smethwick
B66 1EL

Office use only

Arrange interview	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of interview	
Offered?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of offer	
Start Date		Starting salary / wage	
Position		Department	
Hours of work		Payroll number	