



Mill Lane  
Donington  
Spalding  
England  
PE11 4TL

**FOR OFFICE USE ONLY**

App Received	
Job Ref No	

# APPLICATION FOR EMPLOYMENT

*Please complete thoroughly and in block capitals.  
Incomplete application forms will be rejected at short-listing stage.*

As part of any recruitment process, SAM collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please refer to our company website for privacy notice.

Job Title: _____	
<b>Shift preference:</b> Please rank your preference: 1 <sup>st</sup> / 2 <sup>nd</sup> <i>(if one is unsuitable please leave blank)</i>	
<b>Day Shift (Rotating)</b>	<b>Night Shift:</b>
Monday – Friday (6am -3pm) Monday – Friday (2pm-11pm)	Monday – Friday (10.00pm -7.00am)

Title:	Surname:
Forenames <small>(Circle name known by)</small>	
Address:	
Postcode:	
Telephone No:	Mobile No:
Email Address:	
National Insurance No:	

Have you previously been employed by this company?	Yes / No
If so, when?	
How much notice does your current employer require?	
Do you have the legal right to work in the UK?	Yes / No
Are you over the age of 18 (needed for production related applications)?	Yes / No

Type of Exam (GCSE, A-Level, Degree, etc)	Date Taken	Subject	Grade

Where did you hear of this vacancy?

**Education**

**Training/Professional Membership**

Year	Professional membership

Date	Licenses Held

Do you hold a current UK driving license? Yes/No

**Employment history.** *State most recent first, continue on separate sheet if necessary and account for any breaks in employment. No assumptions of job title and/or duties will be made for shortlisting purposes.*

<b>Name, address and nature of business</b>	<b>From – To</b>	<b>Job title and duties</b>
		<b>Leaving salary: £</b> <b>Reason for leaving:</b>
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**Criteria information**

**Give relevant, recent examples how you meet the essential and desirable criteria.**

*This information will facilitate the shortlisting process. Please ensure you complete as much detail as possible. Failure to provide sufficient information/detail may mean that your application will not be shortlisted.*

**Additional information**

*Please outline your current/most recent remuneration package including details of all benefits:*

Basic Salary:	Annual leave entitlement:
Shift allowance:	Overtime rates:
Bonus (weekly/monthly/annual):	Company car/car allowance:
Pension (Employer contribution):	Healthcare:

Commission:	Other:
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**Interview arrangements**

Please provide details of any special arrangements in relation to either correspondence or access which you may require at interview.

Are there any dates within the next 4 weeks that you are unable to attend for interview? If so, please give details.

**Referees.** *Please give the names and addresses of two referees, one of whom should be your current employer (if applicable). Referees will not be contacted until a provisional offer is made and your permission has been sought.*

Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Phone:	Phone:
Email:	Email:

I hereby declare that all the information given in this application is correct to the best of my knowledge and I realise that any wilful mis-statement will render me liable to an offer of appointment being withdrawn or dismissal if engaged.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Completed applications must be returned before the closing date specified. Late applications will not be considered. If you have any queries, please contact a member of the Human Resources Team.

