



Please return completed application forms to:
 HR Dept
 Walkers Shortbread Ltd.
 Aberlour – on – Spey
 Banffshire, AB38 9PD

PRIVATE & CONFIDENTIAL APPLICATION FORM

1. Post Details

Position Applied for:	
What hours are you available to work?	

If applying for a factory position please confirm which shift you would prefer

6am - 2.30pm (38 hours)	2.30pm - 8.30pm (30 hours)	Any
Have you previously worked for Walkers Shortbread Ltd.		
Have you previously interviewed for Walkers Shortbread Ltd.		
If successful how much notice are you required to give your current employer?		

2. Personal Details

Forenames:	Surname:	
Address:		
Postcode:		
Telephone/contact Details		Mob:
National Insurance No:		

Essential: When attending interview please bring along some formal identification in the form of your: **Passport or ID Card. Your P45, P60 or National Insurance card as well as your Full UK birth certificate Or certificate of registration/naturalisation or any endorsed home office letters**

3. Health

Have you had any past or present illness, physical weaknesses or disabilities that may affect your ability to carryout tasks applicable to the job?	Yes/No
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If yes' please describe disabilities and	
a) Any reasonable adjustments which you feel could be made to the recruitment process to assist you in the application for the job.	

b) Any reasonable adjustments which you feel could be made to the job itself which would enable you to carryout the job.	
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Are you currently suffering from any skin condition i.e. flaking, infections that could present a hygiene risk?	Yes/No
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If yes please provide details on a separate sheet:

Please state how many occasions you have been absent from work during the last 2 years: if none please state none

Reason for absence	Number of days	Dates

10. Driving

Do you have a current driving license? If yes is it (Please circle) Provisional Full HGV	Do you have any current endorsements? If yes please give details:	Are you able to provide your own transport?
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4. Supplementary information

Have you ever been convicted of a criminal offence? (Spent convictions do not have to be declared under the rehabilitation of Offenders Act) Yes/No

If Yes please provide details & dates:

5. Education

High School	Dates	Results

6. Further Education

College/University	Dates	Results

7. School or College Leaver Only

Have you done any part time or weekend work or any other paid employment whilst you were at school or college: Yes/No

If yes please give details:

Have you done any voluntary work: Yes/No

If yes please give details:

Have you completed a course of training under any government scheme: Yes/No

If yes please give details:

Did you hold any responsible position at school or college or in clubs or other leisure organisations?

Yes/No

If yes please give details:

8. Occupational Qualifications

Please give details of qualifications that you may wish to add that could further support your application for employment. E.g. SVQ/NVQ achievements, hygiene certificates fork lift/first aid certificates:

13. General

Interests/Hobbies (Give details of pastimes, sports etc.)

Offices held in social/sports clubs etc.

Any regular commitments you are expected to attend weekly/monthly:

14. References

Please give names of two referees who can provide references of your recent work or academic record, who we have your permission to contact regarding your application.

Name:	Name:
Company:	Company:
Job Title:	Job Title:
Address:	Address:
Telephone no:	Telephone no:

References will only be taken up for those who attend interview, however it will be assumed that it is in order to approach referees, without further consultation unless you clearly state otherwise:

15. Any other information to support your application

(Use this section to tell us why you are applying for this job or what qualities you feel you can bring to the company)

Declaration

I confirm that the information given on this form is, to the best of my knowledge true and complete. I understand that any false statement given could be sufficient cause for rejection or if employed dismissal, and that any job offer made will be subject to satisfactory references, trial period and medical report.

In accordance with the requirements of the data protection Act 1998, you are advised that the information provided in this form will be used for recruitment, selection and equal opportunities purposes and may subsequently be used for payroll and personnel purposes on the companys computerised system.

I agree to the use of personal data for the purposes stipulated above.

Sign name:	Date:
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Official Use Only

Interviewed by:	Date:
Comments:	References:
	Job offered:
	Starting Date:
	Induction date:
	Response:
	Identification still required:

Notes:

Equal Opportunities Monitoring

Walkers Shortbread Limited. want to ensure that all job applications are considered on merit. All employees and applicants for employment will be given equal opportunity in recruitment, access to training, development and promotion irrespective of age, race, colour, sex, marital status, political or religious beliefs or disability. In order to acheive this commitment the monitoring of applicants is essential.

The information you provide will be treated in the strictest of confidence and will not be taken into consideration in the selection process.

Personal details

Name:	
Date of birth	Age

Sex - Please tick ✓

Male	Female
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Marital Status - Please tick ✓

Single	Married
Divorced	Separated
Widowed	Partnered

Ethnic Origin - Please tick ✓

African	Afro-carribbean
Bangladeshi	Chinese
Indian	Pakistani
White	Other (please specify):

Nationality

Please specify:

Other Details - Please circle No or Yes*

Do you consider yourself disabled as defined by the Disability Discrimination Act? i.e. Do you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day	NO YES*
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*If yes, please state briefly the nature of your disability

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Data Protection Act 1998: The information requested is to enable Walkers Shortbread Limited to monitor it's employment decisions and meet statutory obligations.

If you are appointed this information will be transferred to your personnel record to enable the company to meet with it's monitoring requirements