

For office use only

Date received:

Received by (initials):

Interview date (if applicable):



Job Application Form

Vacancy Title:

Post Reference Number:

1. Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone No.

Daytime Contact No.

E-mail address:

National Insurance No.

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Are you free to remain and take up employment in the UK?

Yes

☐

No

☐

Driving Licence (if relevant to post applied for)

Do you hold a full, clean driving licence valid in the UK?

Yes

☐

No

☐

If no, please give details/ dates of offence(s) within the last three years

Do you own a car or have access to one?

Yes

☐

No

☐

Have you previously been invited for an interview with, or employed by, Ruskim?

Yes

☐

No

☐

If yes, please state position(s) applied for / held:

2. Education/Qualifications

School (11+)	Study Dates	Qualification and Grade	Date Obtained

College/University	Study Dates	Qualification and Grade	Date Obtained

Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

Current Membership of any Professional Body/Organisation

Please give details:

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3. Employment History

Previous Employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

Current or most recent employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started:

Reason for leaving:

Salary on leaving this post:

Notice Period or Leaving Date (if no longer employed):

Brief description of duties:

Previous employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started:

Reason for leaving:

Salary on leaving this post:

Notice Period or Leaving Date (if no longer employed):

Brief description of duties:

Previous employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started:

Reason for leaving:

Salary on leaving this post:

Notice Period or Leaving Date (if no longer employed):

Brief description of duties:

Continue on separate sheet if necessary

4.

Information in support of your application

Skills, abilities and experience

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

5.

References

Please give the names and addresses of your two referees.

Reference 1

Reference 2

Name:

Job Title:

Organisation:

Address:

Contact No:

Email:

How is this person known to you:

Do you wish to be consulted before this referee is approached:

Yes

☐

No

☐

Name:

Job Title:

Organisation:

Address:

Contact No:

Email:

How is this person known to you:

Do you wish to be consulted before this referee is approached:

Yes

☐

No

☐

6. Declaration

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I agree that Ruskim Seafoods Ltd can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

Date:

If you return this form by email, you will be asked to sign your application at interview.

7. Submitting your application

By Post:

Mrs Kim Williamson
Director
Ruskim Seafoods Ltd
Marine House
Stafford Park 15
Telford
TF3 3BB

By E-Mail:

kim@ruskim.co.uk

Enquiries:

Telephone: 01952 293344