

For Office Use Only	
Closing Date:	
Date Received:	

THE FOOD AND DRINK FORUM LIMITED EMPLOYMENT APPLICATION FORM

Please complete this form legibly and return it on or before the closing date specified in the advertisement. Late applications will not be considered. Only information provided on this application form will be considered by the panel. A curriculum vitae should also be attached to support your application. Candidates must outline clearly how their qualifications and experience meet both the essential and desirable requirements. All information provided by you will be

POSITION APPLIED FOR:	
Ref Number, if applicable:	

treated with the strictest confidence. Continuation sheets may be added if necessary.

1. PERSONAL DETAILS

Surname:		Telephone number:	
Forenames:		Email Address	
Address:			
Postcode:		National Insurance no:	
Do have the right to work in the UK?		If you have work permit, when does it expire? (Please note that your current work permit may not be valid for this post.)	
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.	

2. SUITABILITY FOR THE ROLE APPLIED FOR

Please detail your suitability for this position against person specification below stating when and where skills and experience were gained.

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(Please use continuation sheet if necessary.)

3. PRESENT POST

Title of Post			
Name of Employer			
Employer's Address	Business of Employer		
	Start Date		
	End Date		
	Current Salary		
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):			
Reason for leaving or wishing to leave			
Current notice period			
Please notify us of any dates you are not available for interview			

4. ANY PREVIOUS EMPLOYMENT (List the last 3 employers)

Name of Employer		Position held	
Employer's Address			
Start date		End date	
Reason for leaving		Final salary	
Description of duties			

Name of Employer		Position held	
Employer's Address			
Start date		End date	

Reason for leaving		Final salary	
Description of duties			

Name of Employer		Position Held	
Employer's Address			
Start date		End date	
Reason for leaving		Final salary	
Description of duties			

(Please use continuation sheet if necessary.)

5. EDUCATION AND PROFESSIONAL QUALIFICATIONS

(Original documents as proof of qualification may be required at interview)

Secondary School / College / University	Dates		Examinations taken	Result
	From	To		

(Please use continuation sheet if necessary.)

Other relevant education or training courses, with dates

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Professional qualifications currently held: how obtained, grade and date

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6. YOUR REASON FOR APPLYING FOR THIS ROLE

Please state your reasons for applying for the role and what added value you could bring to the Company

Please detail your suitability for this position against person specification below stating when and where skills and experience were gained.

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7. DRIVING

Do you hold a current driving licence?	Yes	No
Do you have access to a car?	Yes	No

8. DISABILITIES

If selected for interview, do you have any access requirements?	Yes	No
If "yes", please provide any information that you feel would help us to accommodate your needs during your interview (e.g. wheelchair access, interpreter, lighting requirements, hearing loop, preferred room layout etc.)		

9. REHABILITATION OF OFFENDERS ACT 1974

Have you any convictions that are not spent under Rehabilitation of Offenders Act and are not minor motoring offences?	Yes	No
If yes, please provide further details: [spent convictions do not have to be declared]		

10. REFERENCES

(Please provide two references, one should be from your current or most recent employer and one from a previous line manager or member of academic staff. If you do not have sufficient work experience a reference from someone who knows you in a formal capacity will be acceptable. We are unable to accept references from friends or family)

Title (Mr, Mrs, Miss etc.)		Title (Mr, Mrs, Miss etc.)	
Full name		Full name	
Job title	[]	Job title	[]
Organisation	[]	Organisation	[]
Address		Address	
Tel No		Tel No	
Email		Email	

11. DECLARATIONS

Are you a relative, partner or close personal friend of any employee or Board member of The Food and Drink Forum Limited?
If yes, please give details of the name of the person and the relationship

No

Yes – (Please give details)

I declare that the information given in this application form is true and complete. I understand that if I have knowingly given any misleading information on this form or made any omissions, this will be sufficient grounds to disqualify me from the application process, and if discovered after employment has started, may lead to dismissal

Signature:

Name:

Date:

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 2018 and will be processed solely in connection with recruitment.