

JOB APPLICATION FORM



Please complete this form accurately, giving as many details as possible of your skills and experiences relating to this job application.

Please either type directly onto this form using Microsoft Word or print out and complete the form using black ink and BLOCK CAPITALS. Please ensure this form is returned by the closing date to the address given on the last page.

POSITION APPLIED FOR:

Job title:

Where did you see this post advertised?

APPLICANTS DETAILS

Home address:

Title:

Surname:

First name:

Home address:

POST CODE:

Contact details

Day time contact telephone number:

Mobile (where possible):

Email address (where possible):

Nationality:

Do you require a visa to work in the UK?

Yes / No

If Yes, please state type of visa

EMPLOYMENT RECORD

Please start with your most recent employment. Briefly describe main duties and responsibilities of your post. If available, please attach a CV to your application.

| Current/most recent employer/organisation | | |
|---|-------|-----|
| Name: | | |
| Address: | | |
| Job Title: | From: | To: |
| Brief description of duties: | | |
| Reason for leaving/changing: | | |
| Notice period: | | |

| Employer/organisation | | |
|------------------------------|-------|-----|
| Name: | | |
| Address: | | |
| Job Title: | From: | To: |
| Brief description of duties: | | |
| Reason for leaving/changing | | |

| Employer/organisation | | |
|------------------------------|-------|-----|
| Name: | | |
| Address: | | |
| Job Title: | From: | To: |
| Brief description of duties: | | |
| Reason for leaving/changing | | |

| Employer/organisation | | |
|------------------------------|-------|-----|
| Address: | | |
| Address: | | |
| Job Title: | From: | To: |
| Brief description of duties: | | |
| Reason for leaving/changing | | |

SKILLS & EXPERIENCES

This section is for you to give specific examples of skills and experiences to support your application. Please set out the information on a maximum of 2 sides of A4 paper. Your experience may not have been gained in paid employment but from special interests relevant to the post.

REFERENCES

Please give name, address & position/organisation of two referees. References from friends or relatives are not acceptable. References will only be contacted for successful candidates.

| |
|---------------|
| 1. Name: |
| Position: |
| Organisation: |
| Address: |
| Tel: |

| |
|---------------|
| 2. Name: |
| Position: |
| Organisation: |
| Address: |
| Tel: |

DECLARATION & SIGNATURE

I declare that, to the best of my knowledge, the foregoing statements are correct and complete and I understand that if any information I have given is found to be false, I may be regarded as ineligible for recruitment or, if employed, liable to dismissal and/or prosecution.

.....

.....

Signed

Date

Thank you for completing this form.

Please return it to:

Human Resources Department
Universal Beverages Ltd
Robertson's Business Park
Little Marcle Road
Ledbury
Herefordshire
HR8 2JT