

Labour Provision Application Form

Please complete this application form in black ink and then return it to **Tracey McEwan, Services Coordinator**.

Personal Information

Please circle: Mr Mrs Miss Ms Other _____

First Name		Surname	
Date of Birth		Email	
Address			
		Postcode:	
Phone Number			

Do you have the right to take up employment in the UK? If no, please provide further details.	Yes <input type="checkbox"/>	
	No <input type="checkbox"/>	
Do you have a valid UK Driving Licence or Passport?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you do not have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Education and Qualifications (from GCSE or equivalent to degree level in chronological order)

Establishment (School, College/University)	Qualifications gained

Postgraduate education or study or any other professional qualifications

Establishment (School, College/University)	Qualifications gained

Employment History

Please give details of your last three jobs, beginning with your present or most recent. Any relevant posts held before then may also be mentioned.

From	To	Name and address of employer	Job title, description of duties and responsibilities, reason for leaving and salary on leaving
		Postcode:	
		Postcode:	
		Postcode:	

Tell us about yourself...

<p>What type of farm is your preference to work on? If Other, please specify.</p>	<p>Dairy Beef Sheep Other_____</p>
<p>Have you worked on a farm before? If so, please outline your role and responsibilities.</p>	
<p>Do you have your own transport to get to the workplace? If not, how will you travel?</p>	
<p>How many miles are you willing to drive to get to the workplace?</p>	
<p>Do you have any training certificates? i.e ATV/UTV, Foot Trimming, Telehandler.</p>	
<p>What is your availability? i.e holidays planned? Going back to college/university?</p>	

Other Information

<p>Do you hold a full driving licence?</p> <p>If yes, do you have any current endorsements and what are they for?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Do you have any other training, qualifications, skills or personal qualities relevant to the post?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.</p>		
<p>If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview (this enables us to comply with our obligations under the Equality Act 2010).</p>		
<p>Do you smoke?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Do you know, or are you related to, any other employees of the Company? If your answer is "yes", please provide the name or names of the employee(s) and either the capacity in which you know them or your relationship to them.</p>		

Referees

Please give details of two referees, one of whom should be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. The other should not be a relative or contemporary.

Please note that we will only contact your referees if we decide to make you an offer of employment and we will inform you at that time that we are doing so.

First Referee	Second Referee
Name:	Name:
Email:	Email:
Phone Number:	Phone Number:

Rehabilitation of Offenders Act 1974

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. So that we can perform or exercise our obligations or rights under employment law, you are therefore required to disclose all and any cautions or convictions, whether spent or unspent, unless it is either a “protected caution” or a “protected conviction” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided about criminal cautions, convictions and offences will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Do you have any unspent conditional cautions or unspent convictions under the Rehabilitation of Offenders Act 1974? If you have no such cautions or convictions, please specify “No”. If you do have any such cautions or convictions, please provide details.

Do you have any spent adult cautions (simple or conditional) or spent convictions that are not protected cautions or convictions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975? If you have no such cautions or convictions, please specify “No”. If you do have any such cautions or convictions, please provide details.

Please note that protected cautions and convictions do not need to be disclosed. Guidance about whether a conviction or caution should be disclosed can be found on GOV.UK – search “telling people about your criminal record”.

The Company will process the personal data that you have supplied on this application form in accordance with the terms of the privacy notice for job applicants which [has been made available for you to download from its website as part of this recruitment campaign] [is included with your recruitment pack]. The Company will only process your personal data where it has a lawful basis for such processing.

Declaration

I declare that the information I have given on this application form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

Signed _____

Date _____