



PRIVATE AND CONFIDENTIAL
APPLICATION FOR EMPLOYMENT

Roys (Wroxham) Ltd is an Equal Opportunities Employer.

Position/s applied for:

Branch:

PERSONAL DETAILS

Forenames:

Surname:

Address:

Post Code:

E-mail Address:

Telephone Number:

Mobile Number:

National Insurance Number

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EDUCATION DETAILS

Schools/Colleges/Universities	Examinations Taken	Level	Results

Please list any other courses taken and certificates held:

Course	Certificate	Date

EMPLOYMENT DETAILS**Most Recent Employment**

Name and Address of Employer/s:

Position Held:

Dates of Employment: From:

To:

Post Code:

Salary/Hourly Rate:

Email Address:

Reason for Leaving:

Period of Notice Required:

Contact Name for Reference:

Position:

Previous Employment*(Please list in date order, most recent first, continue on separate sheet if necessary)*

Employer/s Name, Address & Email	Job Title & Responsibilities	Dates From/To	Leaving Salary /Hourly Rate	Reason for Leaving

May we contact your previous employer/s for references? YES/NO

(We would not contact your current employer until an offer of employment has been made and accepted)

If NO please state reason:

PERSONAL REFERENCES

Please give the details of two people (not relatives) who have known you for at least five years.

Name:

Name:

Address:

Address:

Post Code:

Post Code:

Email:

Email:

Occupation:

Occupation:

If applicable do you have a current full driving licence? YES/NO A Provisional licence? YES/NO
 If your licence is not clean please state penalty points and details:

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? If no offence write none otherwise give details:
 Date: Offence: Judgement:

What are the amount of hours you want to work each week? Max: Min:
 Please put the times you can work into each day of the week

	SUN	MON	TUE	WED	THU	FRI	SAT
A.M.							
P.M.							

Why do you want to work for Roys?

In your own words tell us about what you believe Great Customer Service is and what attributes you believe you would bring to enable you to deliver Great Service at Roys:

In your own words give us an example of when you have been an effective Team Player and how you feel you would fit into a team at Roys:

Have you ever worked for us before? Please give details, including your reasons for leaving?	
If you have relatives/friends who have worked for us please state their name and relationship.	
Where did you learn about this vacancy?	
Do you have any pre booked holidays? Please provide details:	
We welcome applications from people with disabilities. Please make us aware of any special requirements necessary if you are invited to attend an interview.	
NEXT OF KIN In case of an emergency please give the name and address of the person to contact	
Name:	Relationship of next of kin:
Address:	Home Telephone Number:
	Work Telephone Number:
	Mobile Telephone Number:
ADDITIONAL INFORMATION Hobbies and Interests (<i>Please detail your hobbies, interests or membership of clubs or societies</i>)	
ALL CANDIDATES MUST READ THIS SECTION CAREFULLY BEFORE SIGNING	
References: I authorise Roys (Wroxham) Ltd to apply for references once I have been offered and accepted employment. I understand that continuation of employment is subject to satisfactory references being received by the company.	
Asylum and Immigration Act 1996: Prohibits the employment of any person who is not entitled to work in the U.K. I understand that should I be offered employment I must provide documentary evidence of my right to work within the United Kingdom prior to commencement of employment.	
Data Protection Act: I hereby give permission for Roys (Wroxham) Ltd and any of their representatives, the right to process any personal data contained on this application form for all purposes relating to my application and, if appropriate, my future employment with them. I understand that I may access this personal data during my employment subject to the conditions laid out in the Staff Manual.	
Declaration: All the information provided by me, in this application, is true. I understand that any false statement may prevent me taking up any offer of employment or render me liable to dismissal.	
Print Name:	
Signed:	Date:

Email to: careers@roys.co.uk

Post to: Personnel Department, Roys (Wroxham) Limited, Wroxham, Norwich, Norfolk, NR12 8DB

OFFICE USE ONLY
Select for Interview: YES/NO
Reason:

