



**PRIVATE AND CONFIDENTIAL  
APPLICATION FOR EMPLOYMENT  
Department Senior / Team Leader / Manager**

Roys (Wroxham) Ltd is an Equal Opportunities Employer.

Position/s applied for:

Branch:

**PERSONAL DETAILS**

Forename/s:

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:

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 employers 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 (not relatives) of two people who have known you for at least five years.

Name:

Name:

Address:

Address:

Post Code:

Post Code:

Email:

Email:

Occupation:

Occupation:



In your career history to date what involvement have you had in the following areas?

	None	Some	Extensive
Staff Recruitment			
Line Manager Recruitment			
Carrying out Inductions / Staff Training			
Coaching / Mentoring others			
Carrying out Informal staff meetings (Investigatory)			
Carrying out Formal staff meetings (Disciplinary, Grievance, Appeals)			
Carrying out Staff Appraisals			
Setting direct reports Stretching Personal Objectives			
Implementing Business Projects			
Customer Service			
Involvement in the Local Community			
Resource Planning, including rotas and holiday planning			
Managing Staff Absence			
Health & Safety in the Workplace			
Responsibility for carrying out audits			
Merchandising			
Stock Control Routines			
Price Change Routines			
Following Food Hygiene Policies and Procedures			
Managing Cash Routines			
Carrying out Staff Searches			
Managing Security Procedures			
Managing Budgets / KPI's			
Building plans to improve KPI's			
Managing Margins			

Do you have any workplace qualifications, if so what are they:

Describe your current / previous work roles, include your key deliverables, size of teams and the complexities of the role:

What do you believe your transferable skills are and why:

Why you are looking to leave your current job? What are your career aspirations?

Please give details of your current salary and benefits package:

Please give details of your salary expectation:

**ADDITIONAL INFORMATION**

Hobbies and Interests (*Please detail your hobbies, interests or memberships of clubs or societies*)

**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](mailto: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: