



Windsor Food Machinery Limited
Units 1-6 Mountain Farm
Marsh Road, Hamstreet, Kent
TN26 2JD Tel 01233 733737
Fax: 01233 733392

CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

Please complete this application in black ink using block capitals.

The information will be kept confidential but it will be stored and processed as part of the Company's recruitment procedures.

Position applied for. Job reference number

PERSONAL DETAILS

Surname Forenames

Title (e.g. Mr, Mrs, Miss, Ms) Date of birth

Home address

..... Postcode

May we contact you at work? Yes/No

Work telephone

Other telephone numbers where we can contact you during the day

Have you any relatives working here? Yes/No. If yes, please give name, relationship and position.

.....

.Do you need a work permit? Yes/No

Do you have any current criminal convictions? Yes/No

EDUCATION AND QUALIFICATIONS

Dates from / to

EMPLOYMENT

Present Employment – Give your current or most recent position.

Dates from /to

Name of employer

Position held

Present pay £ Benefits

Give a summary of the main duties you carry out.

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.....
.....
.....
.....

Reason for leaving (or wanting to leave)

Period of notice required (or if applicable date and reason for leaving)

PREVIOUS EMPLOYMENT (Please begin with the most recent job and continue on a separate sheet if necessary)

Dates from/to

Employers Name

Job and summary of duties

Reason for leaving

ADDITIONAL INFORMATION

Please give your reasons for applying for this job and state why and how you could successfully perform the duties. Continue on a separate sheet if necessary.

INTERESTS, HOBBIES AND SPARE TIME ACTIVITIES (Include any voluntary work)

LANGUAGES

Please list any languages other than English you have indicating your skill on a scale from 5 to 1, where 5 is bilingual and 1 where you can get by to ask for essentials.

REFERENCES

Please give details of two people, not relatives, whom we could approach with your permission.

Note: one should be able to comment on your knowledge and experience in relation to the job you have applied for.

1.
.....
.....
..... Tel.....

2.
.....
.....
..... Tel.....

If neither is your present or most recent employer may we contact them for a reference? Yes/No

The answers I have given on this application form are true to the best of my knowledge.

Signed Date.....