



33 Perkins Road
Rougham Industrial Estate
Bury St Edmunds
Suffolk
IP30 9ND

Application can be handwritten or typed.

Application For Employment	
Position applied for:	

Personal Details					
Title:		First Name:		Surname:	
Address:					
Post Code:					
Telephone number:					
E-mail Address:					
National Insurance Number:					

Do you need a work permit to be employed in UK? (Yes/No)	
You will be required to provide appropriate documentary evidence of this at the interview. For examples of acceptable documents please visit www.ukba.homeoffice.gov.uk	
If yes, please give details below	

Education		
Please start with the most recent		
School/College/University	Date	Qualification & Grade

Return completed applications to: HR Department, Barenbrug UK Ltd, 33 Perkins Road, Rougham Industrial Estate, Bury St Edmunds, Suffolk, IP30 9ND or e-mail careers@barenbrug.co.uk

Training and Development

Please use the space below to give details of any training which is relevant to the post and supports your application.

Employment History	
Current or most recent employer	
Name of employer:	
Address:	
Position held:	
Date started:	
Leaving date:	
Reason for leaving:	
Salary on leaving	
Brief description of duties:	

Previous Employment

Name & address of previous employer	Position held	Start date	Reason for leaving

Continue on separate sheet if necessary.

General Comments

Please detail here your reasons for this application, the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role.

References

We will take up professional references once you have been interviewed and provisionally offered the post.

Reference 1

Name:

Relationship to you:

Address:

Email:

Telephone number:

Reference 2

Name:

Relationship to you:

Address:

Email:

Telephone number:

Other Information

Driving Licence

Do you hold a full, clean driving licence valid in the UK?

Yes / No

If no, please give details below

Disabilities

If selected for an interview, do you require any special arrangements to be made?

Yes / No

If yes, please give brief details below

Criminal Convictions

Do you have any (unspent) criminal convictions?

Yes / No

If yes, please give details below

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Declaration

Statement to be signed by the applicant.

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the organisation reserve the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contact your doctor. I agree that this information will be retained in my personnel file during employment and for up to 6 years thereafter and I understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau / Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed:

Date:

After the closing date, we will review all applications and shortlist candidates to invite for an interview.

If you have not heard within 2 weeks of the closing date, please assume that you have not been successful.

Equality and Diversity Monitoring Form

Barenbrug UK Ltd wants to meet the aims and commitments set out in its equal opportunities policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information you provide does not form part of our decision-making process.

The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation's Human Resources section.

Gender Male Female Prefer not to say

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49
50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say
Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say
Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?
Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay woman/lesbian Gay man Bisexual

Prefer not to say If other, please write in:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say If other religion or belief, please write in:

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours

Annualised hours Job-share Flexible shifts Compressed hours

Homeworking Prefer not to say If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over) Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say