

1. This form is available for download from;
www.vitalpetproducts.co.uk/jobs/job-app.docx
2. Please read the form carefully.
3. Please fill the form in, giving as much detail as possible.
4. Please return the form to the address above or e-mail to jobs@vitalpetproducts.co.uk.
5. Please remember to enclose a copy of your C.V.

Office Use Only	
Received:	
Reference Rec:	
Interviewed:	
Started:	

1 Position

Position Applying For: Date:

Depot:

Where did you hear about the vacancy:

2 Personal Details

Title: Surname:

Forename(s):

Address:

Postcode:

Telephone: Mobile:

E-mail:

Please Note: You must supply the documentation listed in Appendix A.

Do you require a work permit or need to be on a workers registration scheme to take up employment in UK?

Do you speak any foreign languages?

If yes, please specify:

Have you ever worked for Vital Pet Products before?

If yes, which depot:

When? Start: End:

Why did you leave:

Do you have any friends or relatives that work for Vital Pet Products?

Do you have a driver's licence which allows you to drive in the UK?

If yes, have you received any motoring convictions in the last 5 years:

Do you have any motoring convictions pending:

Do you have your own transport? (EG a car or motorcycle)

Please Note: This declaration is subject to the Rehabilitation of Offenders Act 1974, which means that you must declare all convictions which are not spent under this Act.

Are there any criminal offences for which you have been convicted?

If yes, please detail:

Are you currently involved in any police investigation(s)?

If yes, please detail:

3 Current Employment

Are you currently employed?

If no, please skip to section 4.

3.1 Current Employment Details

Employer:

Job Title:

Date Started:

Description of Job:

Experience Gained:

Number of days absent from work last year:

Notice period required by current employer:

3.2 Reference Contact

Do you mind this person being contacted before an interview?

Name:

Job Title:

Address:

Telephone:

E-mail:

Please Note: A reference WILL be required from your current employer.

4 Previous Employment

4.1 Previous Employment

Employer:

Job Title:

Description of Job:

Experience Gained:

Were you employed here for a period of longer than 12 months?

Why did you leave:

Reference Contact

Name:

Job Title:

Address:

Telephone:

E-mail:

4.2 Previous Employment 2

Employer:

Job Title:

Description of Job:

Experience Gained:

Were you employed here for a period of longer than 12 months?

Why did you leave:

Reference Contact

Name:

Job Title:

Address:

Telephone:

E-mail:

6.0 Medical Section

Warehouse and Transport applicants should be aware that most Warehouse and Driving jobs require working at heights, heavy lifting and/or use of heavy machinery which includes physical/manual work as essential and intrinsic parts of the roles. In the box below please detail any information that you feel is relevant so we consider whether any reasonable adjustments to core duties can be made:

Have you:

Ever received a disciplinary warning, if yes, for what reason and when?

Had any day's absences in the past 12 months? – If yes how many?

7.0 Declaration

I confirm that the information supplied on the 6 pages of this document is, to the best of my knowledge, correct. I understand that if the information I have given or any references provided are misleading, untrue or unsatisfactory then any offer of employment may be withdrawn or my employment terminated.

Signed:

Date:

Appendix A

You must supply one of the documents contained in 'List 1' or two of the original documents contained in 'List 2', before your employment begins.

List 1

- i. A passport showing that the applicant is a British citizen, or has a right of abode in the United Kingdom.
- ii. A document showing that the applicant is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.
- iii. A Residence permit issued by the Home Office, to the applicant who is from a European Economic area country or Switzerland.
- iv. A passport or other document issued by the Home Office which has an endorsement stating that the applicant has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
- v. A passport or other travel document endorsed to show that the applicant can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- vi. A Passport or other travel document endorsed to show that the applicant can stay in the United Kingdom; and that this endorsement allows the applicant to do the type of work being offered, if the applicant does not have a work permit.
- vii. An Application Registration Card issued by the Home Office to an asylum seeker stating that the applicant is permitted to take employment in the United Kingdom.

List 2

First Combination

1. A Document giving the applicant a permanent National Insurance Number and their name. This could be any one of:
 - a. P45.
 - b. P60.
 - c. National Insurance card.
 - d. Letter from the Government agency.
2. In addition to (1), any one of the following documents:
 - a. A full birth certificate issued in the United Kingdom, which includes the names of the applicant's parents.
 - b. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
 - c. A certificate of registration or naturalization stating that the applicant is a British Citizen.
 - d. A letter or an Immigration Status Document issued by the Home Office to the applicant which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay.
 - e. A letter or an Immigration Status Document issued by the Home Office to the applicant which indicates that the person named in it can stay in the United Kingdom, and that allows them to do the type of work being offered.

Second Combination

1. A work permit or other approval to take employment that has been issued by work permits UK to the applicant.
2. In addition to (1), any one of the following documents:
 - a. A passport or other travel document endorsed to show that the applicant is able to stay in the United Kingdom and can take the work permit employment in question.
 - b. A letter issued by the Home Office to the applicant confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.