



Job Application

Potts Bakers are renowned for producing the highest quality fresh products. This application form is designed to help us decide how you might be able to help us meet these aims. Please take your time to complete the application form as best you can. Your responses will give us our first impression of what you are like and how well you would fit in with Potts' way of working. Make sure that you complete all sections fully. Potts Bakers does not discriminate against men or women whatever their race, religion or age.

Position applied for:

Part Time / Full Time:

Number of Hours Required:

Name:		
Address:		
Telephone No:	Daytime	Evening
Date of Birth:		
Education: - secondary school attended and qualifications obtained:		
Training courses attended which are relevant to the post:		
Employment details (start with the most recent)		
Company name Address Job title Main responsibilities Dates employed Reason for leaving Weekly wage Monthly salary		
Company name Address Job title Main responsibilities Dates employed Reason for leaving		

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Days absent from work in last year. If absent why?	
Marital status:	
Number & Ages of children	
Are you registered disabled?	
Have you suffered from any skin complaints?	
Do you hold a current driving licence? Any endorsements? If yes please give details.	
Have you ever been convicted of a criminal offence? If yes please give details.	
Have you any holidays booked? If yes please give dates.	
Are you a smoker?	
Due to the nature of the work there will be prolonged periods of standing and a certain amount of lifting involved -	
Do you enjoy good health?	
Have you ever suffered from back trouble?	
Have you had any serious illness/injury?	
Interests:	
Referees: Names and addresses of two people who can tell us more about you. One should be your last employer, the other someone who knows you but is not a relative or friend.	1. 2.

Thank you for completing this form. Check that you have answered all questions. I understand that any offer of employment is subject to the receipt of two satisfactory references. I give my permission for Potts Bakers to approach my referees and previous employers to obtain references. I confirm that to the best of my knowledge the information on this application form is correct. I accept that providing deliberately false information could lead to my dismissal.

Signed.....

Date.....