

# Employment Application Form



- An equal opportunity employer -

## Please complete in your own handwriting

The information provided on this application form will remain private and confidential and will only be used for the purpose of selection/recruitment. All our applicants will be given due consideration, however, not all applicants will be invited to attend an interview.

**On completion please return the form to the shop / premises to which you are applying.**

Tel: 01947 602823 Email: anita@botham.co.uk

## Position This Application Is For

Job title:		At premises site:	
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## Personal Details

Full Name	
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Email address: (IN BLOCK CAPITALS) <i>Email is our preferred method of contact, we usually reply via email for recruitment purposes.</i>	
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Address:	
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Mobile No:		Landline No:	
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National Insurance Number:	
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If the job requires it: <i>(Tick as appropriate)</i>	Travel?	Yes		No	
	Work overtime?	Yes		No	
	Work shifts or other flexible working arrangements?	Yes		No	

## Education

Qualification: (GCSE/A level/Degree).	Subject	Date From/To	Grades obtained

## Work-Related Skills

Do you have a current food hygiene certificate? (If yes, what is the level & certificate date?) NB. If no, you are required by law to obtain this certificate if you work with food. Working to achieve this may be in your own time.	
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<p>Please note any work related skills you have that you feel would be relevant to this role:  <i>(Please detail all N/SVQ certificates, diplomas, etc. you have obtained that have been job related. Include details of licences you hold e.g. fork-lift trucks etc. Specify when awarded, organising body, grades (if relevant) and the time it took to obtain the qualification.)</i></p>
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Other Skills			
Computer literacy (specify software):			
Any other skills that may be relevant to the job for which you have applied:			
Membership Of Professional Bodies			
Awarding body:			
Present (Last) Employment Details			
Name of employer (and location):			
Nature of business:			
Your job title:			
Brief details as to the nature of your work. <i>Include details of responsibilities (and achievements if relevant).</i>			
Full time/part time:			
Date joined company:			
Date appointed to present/last job:			
Salary/wage (current/on leaving):			
Notice required:			
Date left and reason (if applicable):			
Previous Employment <i>(Please include service with Armed Forces)</i>			
Company & type of business	Your job title	Date From/To	Reason for leaving

References				
All appointments are subject to the receipt of satisfactory references. Please provide details of two appropriate referees to whom confidential enquiries may be made. These should preferably be:				
1. Your supervisor or his/her superior in your current (last) job <b>AND</b> 2. A similar individual from a previous employment. If without two previous jobs (or unable to do this) please provide - as appropriate - the names of two school or personal referees (though not ones who are related to you).				
1. Name:		2. Name:		
Position:		Position:		
Email address: (IN BLOCK CAPITALS)		Email address: (IN BLOCK CAPITALS)		
Address:		Address:		
Contact no:		Contact no:		
<i>Please indicate how these individuals know you and how they know about your work abilities, etc. (e.g current supervisor):</i>				
Ref 1.		Ref 2.		
<i>Please state whether we may approach these referees at any time or only after an offer of employment has been made:</i>				
At any time:		Only after offer:		
Other Information				
How/where did you learn of this vacancy?				
Have you made an application to the company before? If yes, please give details:				
Are you currently eligible for employment in the UK?			Yes	No
Please state what documentation you can provide in order to demonstrate this (e.g. British Passport/birth certificate/travel document showing an authorisation to reside and work in the UK, etc.).				
If not currently eligible for employment in the UK, state grounds (special skills, etc.) on which this company might apply for a permit on your behalf.				
Do you have a current driving licence?:			Yes	No
If yes, specify type (motor car/HGV, etc.).				
Have you any driving endorsements?			Yes	No
If yes, give details:				
Do you have a criminal record? <i>Note: You are not required to disclose convictions which are spent as defined by rehabilitation of offenders legislation.</i>			Yes	No
If yes, please give brief details. <i>Note: A criminal record may be relevant if job related, but will not bar you from employment as such.</i>				
Do you have an armed service/public duties commitment (e.g. are you a JP/councillor etc.)?			Yes	No
If yes, please give details				
Health				
<i>Please give details of any health/disability problem(s) which may be relevant to the position applied for above:</i>				
How many days have you lost through illness during the last 12 months?				
Pre-booked Holidays.				
<i>Please note here any holiday's you have already booked.</i>				
Hobbies & Interests				
<i>What are your hobbies/interests?</i>				

## Supporting Information

*Please write here why you believe yourself to be suitable for this job, and any other information we may find useful:*

## Declaration

I declare that to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to satisfactory references and a probationary period and (if the company believes it appropriate) a satisfactory medical report.

### *Data Protection:*

*I accept that the Company holds personal data about me and I hereby consent to the processing by the Company or any associated company of my personal data for any purpose related to the performance of my contract of employment or my continuing employment or its termination or the conduct of the Company's business, including, but not limited to, payroll, human resources and business continuity planning purposes.*

*I also explicitly consent to the Company or any associated company processing any sensitive personal data relating to me, for example sickness absence records, medical reports, particular health needs, details of criminal convictions and equal opportunities monitoring data, as necessary for the performance of my contract of employment or my continuing employment or its termination or the conduct of the Company's business.*

*Finally, I consent to the Company providing my personal data to a third party where this is necessary for the performance of my contract of employment or my continuing employment or its termination or the conduct of the Company's business, for example to a pension scheme provider in relation to my membership of a pension scheme or to an insurance company in relation to the provision of insured benefits.*

SIGNED \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

## Parental Signature for under 18s

*If you are still at school and under 18 years of age, a parent or guardian must sign here in addition to you signing below.*

I consent to the above named applicant being employed by the company:

SIGNED \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

Equal Opportunities Policy	
<p><b>Botham's</b> is committed to providing equality of opportunity in employment, and in order to help us ensure our policy is being carried out it would help if you could complete the following details. Any information you provide will be used for no other purposes than as stated above and will be treated as confidential.</p> <p>You are not obliged to provide this information.</p>	
I would describe my ethnic origin as (please tick):	
<input type="checkbox"/> African	
<input type="checkbox"/> Afro-Caribbean	
<input type="checkbox"/> Asian Indian sub-continent	
<input type="checkbox"/> Polynesian	
<input type="checkbox"/> Asian (China/S.E. Asia/etc.)	
<input type="checkbox"/> European	
<input type="checkbox"/> Other (please specify)	
Country of birth:	
Date of birth:	
Sex (male/female):	
My marital status is (please tick)	
<input type="checkbox"/> Single	<input type="checkbox"/> Married
<input type="checkbox"/> Separated	<input type="checkbox"/> Widowed
<input type="checkbox"/> Divorced	
Do you have a disability we may need to be aware of?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give brief details of your disability:	

#### TERMS AND CONDITIONS OF EMPLOYMENT

- 1 ENGAGEMENT: All engagements or offers of employment, unless otherwise stated, are probationary (up to 12 weeks) and dependent on references being satisfactory.
- 2 EDUCATION AND TRAINING: Where required employees will participate in education and/or training appropriate to their work and prospects.
- 3 EMPLOYEES UNIFORM: A Botham's uniform will be provided which must be worn during normal working hours and when on company business.
- 4 MEDICAL EXAMINATION: Employees must agree to be examined by an independent medical practitioner should the company so request.
- 5 HEALTH AND SAFETY: The employee must undertake to comply with the Health and Safety Policy and conform with the safety rules as contained in the Health & Safety Handbook and obey all reasonable and practicable instructions given during the course of their employment.
- 6 PAYMENT OF WAGES: Wages for all employees are paid on a weekly basis in cash. One week in hand.
- 7 SMOKING: Botham's have a no smoking policy in operation at all company premises.

Thank you for your interest in working for Botham's of Whitby.

Please return your completed application to the address above.

Below is some information, which you may find useful:

*About Botham's of Whitby*

Since 1865, Elizabeth Botham & Sons has been a family run craft bakery in the ancient port of Whitby on the North Yorkshire coast. Elizabeth Botham started the business by selling her bread and cakes from a basket at the market in Whitby, and built up the business herself, passing it on to her descendants. Following our original recipes, the finest ingredients are skilfully combined to produce a wide range of bakery products from Biscuits, Bread and Cakes to Pork Pies. We have four premises in Whitby, all have shops, two have tea rooms, and we have one shop & tea room in Pickering.

*About the Employees*

Employees working at Botham's must have impeccable manners, be polite and courteous at all times and be passionate about providing an excellent service. They are naturally positive, professional and have a 'can do attitude'.

Customers are our priority, they are always treated with the upmost care and attention, and sales & tea room employees enjoy selling and talking to customers about Botham's products.

Employees generally have their specialised area of work, but we all multi-task. Training is provided and employees are encouraged ask for more training if they feel they need it, and ask colleagues questions/ask for help whenever needed. Employees take pride in their appearance, are clean and tidy at all times, and smile whenever greeting and speaking to our customers.

Flexibility of all employees is essential. Employees may be expected to work weekends. Allocated hours may vary due to seasonal changes.

Employees benefit from a 25% discount on Botham's own products and a 10% discount on non-Botham's products and birthday cakes.

We have a pension plan for employees and competitive hourly rates.

If you would like to return your application form, a Manager will be in touch if you are to be invited to an interview.

**We prefer to contact via email**, please supply an email address where possible. If no email address is provided, please note a confirmation of Application Form receipt will not be sent by post.

Please note that all our applicants will be given due consideration, however, not all applicants will be invited to attend an interview.

If you do not hear back from us, we would like to thank you for taking the time to apply. Future vacancies will be advertised on our Social Media and in our shop windows.

Yours sincerely,  
*Botham's of Whitby*

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Head Office: E. Botham & Sons Ltd. 35/39 Skinner Street, Whitby, North Yorkshire, YO21 3AH.  
Tel: +44(0) 1947 602823      Reg No: 1059459 London      Vat No: 166 8845 14

**www.botham.co.uk**

Botham's Mission Statement: "To maintain our position as craft bakers and to develop through consistency and quality of product and service."

