

UGO FOODS GROUP LTD

Employment Application Form



Position Applied for: _____

The following information will be treated in the strictest confidence

PERSONAL INFORMATION - PLEASE COMPLETE THIS SECTION IN BLOCK CAPITALS

Surname			First Name (s)		
Address					
Postcode			Telephone Number		
Email Address					
Have you ever applied for employment with Ugo Foods before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have you ever worked for Ugo Foods before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you related to any person employed by Ugo Foods?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please give full details		
Did a current Ugo Foods staff member recommend this role to you?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please give full details		
Do you need permission to work in the UK?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Please note that you will be required to provide original copies of your RTW documents prior to interview		
Are you subject to any restrictions or covenants which might restrict your working activities?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please give full details		
Have you any unspent convictions?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please give full details		
As part of this role you may be required to handle meat (all types including shellfish). Are you willing to do so?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, please give full details		
Are you willing to work overtime and weekends if required?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	How much notice are you required to give your current employer?		
Please give details of any hours you do not wish to work					
If you have a disability, please tell us about any adjustments we may need to make to assist you at interview.					
In the event your application is successful, any start date will be depended upon your successfully completing the Company Medical Screening process which includes completing a medical questionnaire. Are you prepared to undertake this requirement?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Have you ever worked in a food factory or with food before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please give full details:		

EDUCATION

Schools attended since age 11	Date From	Date To	Examinations and Results
College or University	Date From	Date To	Courses and Results
Further Formal Training	Date From	Date To	Diploma/Qualification
Job Related Training Courses Name of Organisation	Date From	Subject	

PRESENT EMPLOYER

Are you currently employed? (If no, skip to the next section, employment details) YES NO

Name of present employer

Address

Postcode

Telephone Number

Nature of Business

Job title and a brief description of your duties

Length of Service:

Date From

Date To

EMPLOYMENT DETAILS

Please give details of your past employment, excluding your present, stating the most recent first

Name and Address of Employer	Date From	Date To	Positions Held and Main Duties	Reason for Leaving
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SUPPLEMENTARY INFORMATION

Please list any interests, achievements and leisure activities you take part in, e.g. hobbies, sports or club memberships

Please list any further information to support your application, e.g. past achievements, future aspirations or personal strengths

REFERENCES

Can we approach your current employer before an offer of employment has been made?

YES

NO

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference

Name		Position	
Address			
Postcode		Telephone Number	
Name		Position	
Address			
Postcode		Telephone Number	

SOURCE OF APPLICATION

How did you hear of this vacancy?

DECLARATION

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal

Signature:		Date:	
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THANK YOU FOR YOUR APPLICATION

Please ensure you complete this form fully and submit via email to hireme@ugogroup.co.uk or alternatively you can post your application to: Ugo Foods Group, FAO HR Department, Hertsmere Industrial Park, Warwick Road, Borehamwood, WD6 1GT.

We will endeavor to reply to every application with 10 working days. Regrettably, there may be occasions where we are unable to respond to your application. Our team will be unable to respond to any queries regarding applications due to Data Protection regulations.

Our Candidate privacy notice can be found at www.ugogroup.co.uk/careers. The privacy notice details how we will use and process your data. Any queries should be sent to help@ugogroup.co.uk