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**A. For Office Use Only**

Date:	Time:	ID:	Shoe Size:	Availability:
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# EMPLOYMENT APPLICATION

This application forms an important part of our selection process and enables the company to make a judgement about your suitability for the position concerned.

Please write clearly and make sure that you complete all sections fully and honestly.

## POSITION AND SHIFT

**Position:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Production Operative        | <input type="checkbox"/> Machine Operative     | <input type="checkbox"/> Line Leader             |
| <input type="checkbox"/> Hygiene Operative           | <input type="checkbox"/> Warehouse Operative   | <input type="checkbox"/> Engineer                |
| <input type="checkbox"/> Team Leader                 | <input type="checkbox"/> Coding Line Operative | <input type="checkbox"/> Site Services Operative |
| <input type="checkbox"/> Other (Please state): _____ |  |  |

**Shift:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Monday – Friday 6am – 2pm          | <input type="checkbox"/> Monday – Friday 10pm – 6am           | <input type="checkbox"/> Saturday – Sunday 6am – 6pm |
| <input type="checkbox"/> Monday – Friday 2pm – 10pm         | <input type="checkbox"/> Friday – Sunday 6pm – 6am            | <input type="checkbox"/> Saturday – Monday 6am – 6pm |
| <input type="checkbox"/> Continental Days (Example at rear) | <input type="checkbox"/> Continental Nights (Example at rear) |  |

Other (Please state): \_\_\_\_\_

**How did you hear about Stateside Foods?**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Stateside Foods Website | <input type="checkbox"/> Job Boards               | <input type="checkbox"/> Social Media  |
| <input type="checkbox"/> Word of Mouth           | <input type="checkbox"/> Stateside Foods Employee | <input type="checkbox"/> Careers Event |

**What attracted you to work for Stateside Foods?**

- |                                   |                                   |   |
|-----------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Pay      | <input type="checkbox"/> Location | <input type="checkbox"/> Company's reputation       |
| <input type="checkbox"/> Benefits | <input type="checkbox"/> Job role | <input type="checkbox"/> Other, please specify..... |

.....  
 .....

**PERSONAL DETAILS**

**Full Name:**

**Phone Number:**

**Email Address:**

**Address:**

**Do you need a work permit to work in the UK?  
(Please circle)**

Yes                  No

**Do you have right to work in the UK?  
(Please circle)**

Yes                  No

**CURRENT OR MOST RECENT EMPLOYER**

Name of organisation:	Job Title:
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Dates employed from/to:	Current or final salary/wage (if any):
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Period of notice required:

None     
  1 Week     
  2 Weeks     
  1 Month     
 Other: \_\_\_\_\_

Reason for leaving (or seeking other employment):

Give brief out line of your responsibilities:

**PREVIOUS EMPLOYMENT**

Give details of all previous employment, including vocational work or industrial placements where applicable:

Name of Employer	Job Title	Outline of role/responsibilities	Employment Dates	Reason for Leaving

**EDUCATION, TRAINING, AND PROFESSIONAL QUALIFICATIONS**

School, College, University etc.	Dates attended	Qualifications gained with grades

**OTHER QUALIFICATIONS** Please state any qualifications or skills which you consider relevant to your application. For example: formal training in food hygiene, FLT Licence etc.

### EQUALITY ACT 2010

Do you have any special requirements in relation to any possible future interview with the company?

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Are there any reasonable adjustments that we should consider for you to meet the requirements of the job role you are applying for? If so please give the details

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### OTHER DETAILS


Do you have a current driving licence?	Yes	No
Do you have your own transport?	Yes	No
If no, what form of transport do you rely upon?		
Do you have any motoring convictions?	Yes	No
If yes, please give details:		
Have you previously worked for Stateside Foods Ltd. before?	Yes	No
If yes, please give details		
Do you have any criminal convictions (excluding those defined as "spent" under the rehabilitation of Offenders Act 1974)?	Yes	No
If so, please give details		

### REFEREES

Please note that if your application is successful, we will require a minimum of two work / personal / academic references. Please supply names and contact details of your referees below.

If one of your referees is already employed by Stateside Foods, or you have been referred for this role by one of our colleagues, please make sure you also complete a Referral Form alongside your application.

Name:	Name:
Address:	Address:

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Contact Telephone number:	Contact Telephone number:	
Relationship:	Relationship:	

**DECLARATION**

I confirm that the details given on this application are correct to the best of my knowledge and belief. I understand that if I am employed by Stateside Foods Ltd, and it is subsequently discovered that I have made false statements or omissions on this application form, it will be considered cause for dismissal. I am aware that if my application is successful, my employment offer will be subject to the receipt of satisfactory references.

Signature \_\_\_\_\_

Date        /        /        \_\_\_\_\_

**Thank you for your application to Stateside Foods Ltd. Should we wish to take your application further we will contact you in due course.**

**We regret that due to the large volume of application forms received each day we are not always able to respond to unsuccessful application**

Return address: Stateside Foods Limited Direct House, Lancaster Way, Wingates Industrial Estate Westhoughton, Bolton, BL5 3XY  
 Tel: 01942 841200

## EXAMPLE CONTINENTAL SHIFTS

### Picker & Loader / Coding Line Operative:

	Sun	Mon	Tues	Weds	Thurs	Fri	Sat
<b>Week 1</b>		10.5hours	10.5hours				10.5hours
<b>Week 2</b>	10.5hours			10.5hours	10.5hours	10.5hours	

<b>Days</b>	7am - 7pm or 10am – 10pm
<b>Nights</b>	7pm - 7am or 10pm – 10am

### Engineer:

Hours are arranged on the basis of: 7.00 a.m. to 7.00 p.m. / 7.00 p.m. to 7.00 a.m. – four shift rotating day / night pattern.

Four shifts worked / four shifts rest. This comprises an eight week rota as follows (one shift shown):-

	s	m	t	w	t	f	s		Shifts in pay week
1	x	x	x	x				4	
2		x	x	x	x			4	
3			x	x	x	x		4	
4				x	x	x	x	4	
5					x	x	x	3	
6	x					x	x	3	
7	x	x					x	3	
8	x	x	x					3	
Average								3.5	

**Please complete the below form is applicable:**

**Employee Referral Scheme Form**

Current employees who refer a friend, family member, or anyone to Stateside Foods for a job, and they are employed and remain in employment at Stateside for 6 months will receive £250.

Furthermore when the new employee reaches 12 months employment with us, the referring employee will receive a further £250!

Please note that people who have already worked in Stateside Foods are not new to the business, therefore they cannot be referred.

**Please fill in the below before the interview date of the referred employee and hand into the HRD Department.**

**1) Personnel number of the referrer:**

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**2) Name of Stateside Foods referrer:**

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**3) Name of candidate that is being referred:**

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**4) Interview date:**

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**5) Signed by Stateside Foods referrer:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**6) Signed by the candidate being referred:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**7) Signed by the HRD Department:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

	Author	Checked	Released
Date	25/07/202304/07/202307/06/2023	25/07/202304/07/202309/06/2023	25/07/202304/07/202309/06/2023
Name	Kirsty AshtonKirsty AshtonKirsty Ashton	Deborah Leech-SeddonDeborah Leech-SeddonRobert Coar	Keith FieldingKeith FieldingKeith Fielding
Department	Human ResourcesHuman ResourcesHuman Resources	AccountsAccountsHuman Resources	QAQAQA