

**J.G. ROSS (BAKERS) LIMITED**  
**APPLICATION FOR EMPLOYMENT**

Please return completed form to

Human Resources: J.G. Ross (Bakers) Limited, Highclere Business Park, Highclere Way, Inverurie, AB51 5QW  
[Human.Resources@jg-ross.co.uk](mailto:Human.Resources@jg-ross.co.uk) / [www.jg-ross.co.uk](http://www.jg-ross.co.uk)

<b>Position Applied For:</b>						
<b>Working Patterns:</b>	Full-Time	Part-Time	Full-Time	Part-Time	Weekend	Student
Please indicate ideally the hours you would like/are able to work	Days [ ]	Days [ ]	Nights [ ]	Nights [ ]	[ ]	[ ]
<b>Earliest suitable start time</b>	<b>Latest suitable finish time</b>		<b>Minimum hours per week</b>		<b>Maximum hours per week</b>	

PERSONAL DETAILS			
Surname:			
Forename:			
Title (Mr, Mrs, Miss etc):			
Address:			
Town:		Postcode:	
Email Address:			
Home Number:		Mobile Number:	
Do you know anyone that works for J.G. Ross (Bakers) Ltd? If yes, please say who			
How did you learn of the vacancy you are applying for?			
Do you have any planned holiday commitments?			
If under 21 years of age, please provide your date of birth <sup>[1]</sup>			

YOUR EDUCATION, TECHNICAL AND PROFESSIONAL QUALIFICATIONS			
Date From	Date To	Name of School/College/Institute or Professional Body	Examinations Taken and Results

**WORK EXPERIENCE**

Please list the jobs that you have held, including part-time and unpaid work, starting with your **current or most recent employer**. If there are any gaps in your employment history over the last five years, please indicate the dates and reasons.

(Continue on a separate sheet if necessary).

Dates From / To	Full Company Name/Address	Job Title and Brief Outline of Duties	Reason for Leaving Please indicate why you left (or wish to leave) this position

<p>May we contact your present employer for a reference?</p> <p>If willing, please specify your wage upon leaving your last position:</p> <p>If applicable, how much notice are you required to give?</p>	<p>Yes [ <input type="checkbox"/> ]    No [ <input type="checkbox"/> ]</p>
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**IDENTIFICATION**

Applicants should be able to submit appropriate proof of eligibility documentation for employment in the UK when requested

<p>Are you legally entitled to work in the UK?</p> <p>Do you have a current valid work permit?</p> <p>If yes, please state your work permit number:-</p>	<p>Yes [ <input type="checkbox"/> ]    No [ <input type="checkbox"/> ]</p> <p>Yes [ <input type="checkbox"/> ]    No [ <input type="checkbox"/> ]</p>
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**CRIMINAL RECORDS**

<p>Do you have a criminal record or case pending?</p> <p>If yes, please give details:</p>	<p>Yes [ <input type="checkbox"/> ]    No [ <input type="checkbox"/> ]</p>
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**OTHER INFORMATION**

<p>Do you hold a driving licence?<sup>[2]</sup></p> <p>Do you have any health conditions which may prevent you from lifting weights of up to 25kg?<sup>[3]</sup></p>	<p>Yes [ <input type="checkbox"/> ]    No [ <input type="checkbox"/> ]</p> <p>Yes [ <input type="checkbox"/> ]    No [ <input type="checkbox"/> ]</p>
<p>Do you have any other relevant training certificates e.g. First Aid, Elementary Food Hygiene etc?</p>	
<p>Are there any adjustments that may be required to be made should you be invited for interview? If so, please state below:</p>	

## JOB EXPECTATIONS

We like our employees to be willing to work flexibly as there may be occasions when you will be expected to work varied hours to meet the needs of the business or to cover holidays and absences.

Expectations of our roles are dependent on the position you have applied for. For example, a retail position requires a consistently high level of customer care and enthusiasm in serving customers whilst adhering to strict food safety and hygiene procedures. A role within our bakery facility will require working in a fast paced environment with tight time constraints, effectively utilising skills and equipment and maintaining a safe and hygienic environment. Physical demands such as continuous standing, walking, bending and frequent lifting are required in most of our positions.

If you have a positive 'can do' attitude, are efficient and willing to participate in varying tasks as part of a team, we would like to hear from you.

## SUPPORTING EVIDENCE

Could you explain why you are interested in working with us? Additionally, please detail any other information in support of your application including your suitability for the post, your main achievements to date and any knowledge, skills and experience that you feel are relevant to the position applied for.

## REFERENCES

Please indicate **TWO WORK REFEREES** who might be able to tell us more about you, these should normally be your current or last employer. If you have no work experience, a Guidance Teacher or equivalent would be useful. References will not be taken up before interview. Any job offer made is subject to satisfactory references.

Referee Name		Referee Name	
Position		Position	
Company		Company	
Telephone No.		Telephone No.	
Address		Address	
Relationship		Relationship	

## RECRUITMENT POLICY

It is the policy of J.G. Ross (Bakers) Limited to employ the most experienced or qualified person for the position and to provide equal opportunity for the advancement of employees, including promotion and training and not to discriminate against any person because of gender, gender reassignment, marital status or civil partner status, race, ethnic or national origin, colour, nationality, disability, sexual orientation, age, pregnancy or maternity, religion or belief.

**Please read through carefully and ensure that all sections have been completed. Your signature will be taken as :-**

- An acknowledgement that all the information given on the form is complete, accurate and true.
- An understanding that any offer of employment is subject to confirmation of the necessary criteria to be employed in the UK.
- Acknowledgement and understanding that if offered a position, you are required to complete a Health Questionnaire and that you are not aware of any health conditions which would prevent you working in a food environment.
- An understanding that any false statement or non-disclosure on this application may disqualify me from appointment or if appointed, result in my dismissal.

Signature:		Date:	
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**PLEASE NOTE:** WE WILL ONLY CONTACT YOU IF WE HAVE A SUITABLE VACANCY AND WISH TO TAKE YOUR APPLICATION FURTHER, OTHERWISE WE WILL KEEP YOUR DETAILS ON FILE FOR 6 MONTHS, UNLESS YOU ADVISE US OTHERWISE.

## **ADDENDUM**

- [1] Please note that our wage rates are determined by age up to the age of 20 years.

Licensing regulations in relation to the serving of cigarettes and alcohol, and at our Post Office counters determine the suitability of applicants and in these cases will require applicants to be 18 years or over, which will be advertised as such.

- [2] Employees who drive on Company business will ensure they hold a current driving licence and immediately notify the Company if their driver licence has been suspended or cancelled or has limitations placed on it.
- [3] Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the Company will endeavour to eliminate manual handling operations where practicable.

## **Coronavirus Policy**

The Company regards the health, safety and welfare of its staff, interested parties and customers who may be affected by its activities as being of prime importance. All staff are to follow the Government's published guidance.

Whilst it is not mandatory, we would encourage our staff to take the offer of a COVID vaccination to protect not only themselves, but their family, friends and work colleagues.

Employees are required to notify the Company when they have received their COVID vaccination(s).