



**APPLICATION FOR MONTHLY APPLICANTS  
CONFIDENTIAL APPLICATION FORM**

Position Applied For \_\_\_\_\_ Full Time  Part Time

**APPLICANT** (Please complete in Ink using **BLOCK CAPITALS**)

Please refer to guidance when completing your application

Forename(s)	Surname
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Home Address
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Postcode
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Tel.No.(home)	E-mail address:	Mobile:
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If you are short listed, you will be asked to produce a 'specified document' (e.g. a P60, NINO card, UK or Eire birth certificate, passport) confirming your eligibility to live and work in the UK in accordance with the Asylum and Immigration Act 1996 – Section 8.

**Would you be able to produce such a document?** YES/NO

Do you have a current driving licence? YES/NO | For what classes of vehicle? YES/NO

Do you consider yourself to have a disability? YES/NO  
Please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process:

**GENERAL EDUCATION, TECHNICAL AND PROFESSIONAL QUALIFICATIONS**

Please name any institute or professional body in full including attainment level


**PERSONAL DEVELOPMENT** Include any courses, membership, voluntary work or responsibilities you consider relevant to your application:


**EMPLOYMENT** Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer

Employer(Name & Full Address)	Jobs held/Key Achievements	Dates of employment and Reason for leaving
1		From ___/___/___ to ___/___/___ Reason for leaving:
2		From ___/___/___ to ___/___/___ Reason for leaving
3		From ___/___/___ to ___/___/___ Reason for leaving
4		From ___/___/___ to ___/___/___ Reason for leaving
5		From ___/___/___ to ___/___/___ Reason for leaving
6		From ___/___/___ to ___/___/___ Reason for leaving

Why would you like to work for Ultimate Packaging?

## **COMPETENCY**

In this section you are asked to outline how your knowledge, skills and experience displays your ability to meet the requirements for the role applied for or outlined in the job description. You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work).

Have you ever been dismissed from employment? YES/NO *If YES, give reason*

Do you know anyone in our employment? (give names)

## **AVAILABILITY**

Please tell us if there are any dates when you will not be available for interview?

Do you have any leave (holiday) commitments? *If YES, give details*

**REFERENCES**

Names and addresses of two referees one of whom should be preferably your present or most recent employer:

1.	Tel. No.  Contact Name:	Can they be contacted now?	YES / NO
2.	Tel. No.  Contact Name:	Can they be contacted now?	YES / NO

This application form was completed by: (tick appropriate)		If you require space for additional information, please enter below
Applicant only		
Applicant with some assistance		
Someone other than applicant		

**GDPR Privacy Notice**

The personal information that you give to us will only be used in a confidential manner to help us monitor our recruitment process. The Company is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation ("GDPR") and the Data Protection Act 2018. The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information during the recruitment process. The GDPR privacy notice for job applicants is available on our website or on request.

**DECLARATION Please read carefully, then sign and date your application**

I confirm that the information I have provided is correct and understand that misleading statements may be sufficient grounds for cancelling any agreements made. I also understand that questions left unanswered may be discussed at interview(s) arising from this application. In the event of a candidate reaching a final stage in the recruitment process but being ultimately unsuccessful, the details of this application will be kept for a period of twelve months in case a further suitable vacancy arises. Any candidate who would prefer not to allow this should notify Ultimate Packaging Ltd.

Applicant signature

Date

/ /

**Recruitment Policy**

It is the company's policy to employ the best qualified personnel and provide equal opportunities for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, nationality, ethnic or national origins, gender, sexual orientation, religion, religious beliefs, marital status, disability, age, or their hours of work.

**Please return your completed form to: Ultimate Packaging Ltd, Pegasus Way, Europarc, Grimsby, North East Lincs. DN37 9TS.**  
**Tel: 01472 255400 Fax: 01472 255440.**  
**Website: [www.ultimate-packaging.co.uk](http://www.ultimate-packaging.co.uk)**