



A DIVISION OF DAWN MEATS

## APPLICATION FOR EMPLOYMENT

### FOR OFFICE USE ONLY

|               |                                      |
|---------------|--------------------------------------|
| Job Title:    | Reference Number:                    |
| Closing Date: | Date Form Received by HR & Initials: |

Information you give will be treated as strictly confidential.  
Please complete your application form providing as much information as possible.  
**Incomplete application forms will not be considered.**

|   |                |
|---|----------------|
| <b>Personal Details:</b>  |                |
| Surname:  | Forenames:     |
| Address:  |                |
| Postcode:   |                |
| Home Telephone No. (Inc. STD Code):   | Mobile No.:    |
| National Insurance Number:<br><br><i>(Please note we require proof of your National Insurance Number prior to the commencement of employment)</i> | Email Address: |
| Where did you hear about this vacancy?<br><br>If from a friend, please give your friends name: _____  |                |
| Have you any relatives employed at the Company? (Please give name/s here)   |                |

Please confirm whether you suffer from any health condition which would require any adjustments to be made or specific equipment to be provided as part of the interview process or to sit any tests.

Yes / No

Please provide information on required adjustments or equipment

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### General Information:

Do you hold a current UK Driving Licence? Yes / No

Please provide details of any endorsements on your licence:

Are you legally eligible for employment in the UK in accordance with the Asylum and Immigration Act 1996:

Yes / No

**Note: Dunbia will require proof of this right before an offer of employment can be confirmed eg: passport, visa and/or any other appropriate document required to confirm your right to work in the UK in accordance with applicable legislation.**

Have you worked for this company before? Yes / No

If yes, when?

If offered this position, do you propose to work in any other capacity elsewhere? Yes / No

If Yes, please provide details including average hours worked per week:

Do you speak/write in any other languages:

Language: \_\_\_\_\_ Written  Spoken   
Fluency: \_\_\_\_\_

What period of notice are you required to give your present employer/ How soon would you be able to start work?

What type of work are you looking for? (Please circle all that apply)

|                       |                    |                    |                     |
|-----------------------|--------------------|--------------------|---------------------|
| Part-Time Yes / No    | Full-Time Yes / No | Day Work Yes / No  | Night Work Yes / No |
| Weekend work Yes / No | Temporary Yes / No | Permanent Yes / No |                     |

If you are seeking temporary work, for how long will you be available to work?

**Have you ever, or are you currently, working for a media organisation e.g. Press/TV/Radio etc?**

(Please circle)      Yes / No

If Yes, please provide full details:

.....  
.....

**Have you ever or are you currently working for an animal welfare organisation e.g. Animal Aid?**

(Please circle)      Yes / No

If Yes, please provide full details:

.....  
.....

**Education:**

**Secondary Education**

| Establishment – Type Only<br>(High School, Grammar,<br>Comprehensive) | From | To | Subjects Taken, Type (eg GCSE/A-Level or equivalent) and<br>Qualifications |
|---|------|----|--|
|   |      |    |  |

**Apprenticeships/Further & Higher Education/ Technical and Professional Qualifications**

| Name of Establishment<br>(Training Centre/Institute/<br>College/University) | From | To | Subjects Taken, Type and Qualifications |
|---|------|----|---|
|   |      |    |   |

**Additional Information:**

Are there any other details you consider relevant to the position for which you are applying?

|  |
|--|
|  |
|--|

**Employment History:****Current or Most Recent Employment Position**

| Employer's Name and Address:                                 | Nature of Business                         | No. of Employees           | Employment Dates |    |
|--|--|----------------------------|------------------|----|
|  |  |                            | From             | To |
|  |  |                            |                  |    |
| <b>Position Held:</b>  | <b>Tasks, Duties and Responsibilities:</b> |                            |                  |    |
| <b>Gross Salary/Wage</b><br>(Including Bonus and Allowances) |  | <b>Reason for Leaving:</b> |                  |    |

**Other Employment**

Most recent first. Include all work undertaken in UK and other countries.

| Employer | No. of Employees | Dates From / To | Salary | Tasks & Duties | Reason For Leaving |
|----------|------------------|-----------------|--------|----------------|--------------------|
|          |                  |                 |        |                |                    |
|          |                  |                 |        |                |                    |
|          |                  |                 |        |                |                    |

**Convictions:**

Please declare any convictions that are not regarded as 'spent' under the Rehabilitation of Offenders Order (1978).

**PLEASE STATE 'NONE' IF NONE APPLY.**

**Additional Information:**

Please state your reasons for applying for this job together with any other relevant information in support of your application. Continue on an additional sheet if necessary. Please do not leave this section blank!

**Referees:**

Please give the names and addresses of two referees, one of which should be your current or most recent employer. Referees should not be related to you by birth or marriage or live at the same address as you.

|                           |  |   |  |
|---------------------------|--|---|--|
| <b>Name of Referee 1:</b> |  | <b>Relationship to you:</b>                   |  |
| <b>Their Job title:</b>   |  | <b>Company Name:</b>                          |  |
| <b>Company Address:</b>   |  | <b>Contact Telephone Number for Referee 1</b> |  |
|                           |  | <b>Email address for Referee 1</b>            |  |

|                           |  |   |  |
|---------------------------|--|---|--|
| <b>Name of Referee 2:</b> |  | <b>Relationship to you:</b>                   |  |
| <b>Their Job title:</b>   |  | <b>Company Name:</b>                          |  |
| <b>Company Address:</b>   |  | <b>Contact Telephone Number for Referee 2</b> |  |
|                           |  | <b>Email address for Referee 2</b>            |  |

**Declaration:**

I understand and accept that a candidate found to have given false information or to have wilfully suppressed any material fact will be liable to disqualification, or if employed, to dismissal.

The particulars given by me are complete and correct to the best of my knowledge and belief.

Signature \_\_\_\_\_ Date \_\_\_\_\_

If returning this application form via email please type your name and date above to agree with the declaration

Please complete this application form together with the Equal Opportunities in Employment monitoring form and return to:

**HR DEPARTMENT  
DUNBIA (WALES)  
TEIFY PARK  
LAMPETER ROAD  
LLANYBYDDER  
CARMARTHENSHIRE  
SA40 9QE**

**Dunbia is an Equal Opportunity Employer**