

Confidential Application Form

Name of Applicant

Position applied for

Location

Date of Application

Robert Horne Group Limited is committed to giving all employees the greatest possible opportunity to fulfil their potential and to creating an environment in which our people can grow, succeed and above all, enjoy what they do. We aim to respond quickly to all applicants and pride ourselves on a fair and objective selection process, designed to place the 'right' people in the 'right' jobs.



INVESTOR IN PEOPLE

Please read through these notes before completing the Application Form.

"We take great pride from the fact that Robert Horne is seen as a benchmark for excellence throughout the world of Merchanting. If we chose one word to define both our past and future success, it would be people. The Company has recruited, trained, promoted and inspired the best team of people in this industry – and will continue to do so."
Toby Marchant, Managing Director

All applicants must fill in this application form. Remember, this is your only opportunity to explain about yourself; therefore, it is essential that you fully complete the form. Please fill in the Equal Opportunities form and return this form separately to: Equal Opportunities Monitoring, Human Resources Department, Robert Horne Group Limited, Huntsman House, Mansion Close, Moulton Park, Northampton NN3 6LA. This information is stored in the HR department and is used solely for monitoring and promoting our Equal Opportunities policy.

Before completing the form

Read through the form carefully. Consider your experience and assess your suitability for the job. Do not forget to demonstrate relevant skills, knowledge and experience you may have acquired outside paid employment, through community involvement, voluntary work or leisure interests. Space is provided on the back page for supplementary information to support your application. Alternatively you may prefer to enclose additional sheets. It is not sufficient that you simply fulfil the criteria; we would like to see specific examples of how you meet the requirements of the post.

Filling in the form

Draft a copy first. Fill in the form using black or dark ink – do not use pencil. Try to be brief and concise in your answers. When completing your employment history, put your current or most recent work first. Do not forget to account for any gaps in your employment. It is Company policy to obtain a minimum of two references – one who would ideally be your current or most recent employer. You may use your head teacher or college tutor if coming straight from education.

Medical

Your health and well-being are very important to our Company, therefore, all successful candidates will be required to fill in a detailed medical questionnaire and may be required to undergo a medical examination.

Eligibility to work (if applicable)

Please ensure that you enclose documentation to prove eligibility to work in this country, as obviously we can not appoint you until we have seen evidence (usually your National Insurance number).

Disability

Robert Horne Group Limited takes its obligations under the Disability Discrimination Act 1995 very seriously. If you are disabled you may need to identify what adjustments could be made that would enable you to attend an interview and fulfil the role.

Criminal record

Please honour your duty to disclose any current convictions, bind-over orders or cautions within your application form.

After completing the form

Check it carefully, making sure it is completed and signed, and forward to the relevant Manager, as detailed in the advert. Speculative applications should be sent to: Human Resources Department, Robert Horne Group Limited, Huntsman House, Mansion Close, Moulton Park, Northampton NN3 6LA.

We hope that this information will help you to prepare an application which will do justice to your skills and experience. If you require further information in respect of these guidelines, please contact the Human Resources department, or visit our website www.roberthorne.co.uk

Thank you for your interest in Robert Horne Group Limited.

Confidential Application for Employment

Read this form carefully before answering the questions below. PLEASE USE BLOCK CAPITALS.

Personal details

Preferred title (Mr / Mrs / Miss / Ms / Other)

Forename(s)

Surname

Address

Postcode

Telephone no

Home

Mobile

Business

Email address

National Insurance number

Do you require a work permit to take up employment in the UK? Yes / No

If 'Yes' please submit a copy

Education

Schools attended since age 11	Examinations and results

Further Education / University establishments attended	Dates from – to	Full or Part time	Examinations and results

Education *(continued)*

Other Training and Personal Development Certificates <small>(eg Manual Handling, Software, Language etc)</small>	Duration	Level attained

Language skills <small>(please grade ability out of 5, 5 being fluent)</small>	Language		
	Speak	Read	Write

Please give details of other Professional Memberships, Licences and Accreditations

Employment experience

Current / most recent employment

Company name and address		
Nature of the Business		
Date of commencement	Starting salary	Present salary
Job title		
Key achievements <small>(please feel free to attach a summary)</small>		
Reason(s) for wishing to leave this position		
Date of leaving (if applicable)		
Notice required / Earliest date of availability (if applicable)		

Employment experience

Previous employment

Company name and address		
Nature of the Business		
Date of commencement	to	Final salary
Job title		
Key achievements (please feel free to attach a summary)		
Reason(s) for leaving this position		

Previous employment

Company name and address		
Nature of the Business		
Date of commencement	to	Final salary
Job title		
Key achievements (please feel free to attach a summary)		
Reason(s) for leaving this position		

Previous employment

Company name and address		
Nature of the Business		
Date of commencement	to	Final salary
Job title		
Key achievements (please feel free to attach a summary)		
Reason(s) for leaving this position		

Personal information

How did you hear about this vacancy?

Do you hold a current driving licence? Yes / No

If 'Yes' circle as appropriate :

Private: Full / Provisional

LGV: Class C / Class C and E

FLT: Yes / No

Have you had any driving convictions? Yes / No

If 'Yes' please give details and number of points

Do you have any licence endorsements outstanding? Yes / No

If 'Yes' please give details

Have you ever been convicted of any offence in a court of law, or have a case pending against you?

Yes / No (Declaration subject to the Rehabilitation of Offenders Act 1974)

If 'Yes' please give details of date(s) of offence(s) and sentence(s) passed

Are you registered as disabled? Yes / No (As defined under the Disability Discrimination Act 1995)

If 'Yes', please describe

Do you have a disability which may require reasonable adjustments? Yes / No

If 'Yes', please give details

Next of kin

Name		
Address		
Telephone Home	Mobile	Business
Relationship		

References

It is Company policy to obtain a minimum of **two** references. We use these to substantiate your employment or related activities for the last four years. Offers of employment are conditional on satisfactory references being received.

No approach will be made to your current employer until you have been offered and accepted employment with the Company.

	Reference 1	Reference 2	Reference 3	Reference 4
Name				
Position				
Company name and address				
Telephone				
Relationship				

Declaration

I declare that the information given in this form is correct. I understand that any false statement may lead to dismissal in the event of being offered a position. I agree to complete a medical questionnaire and undergo an examination (if required), to references being taken up and I consent to this information being retained and held on the Company's computer systems, in accordance with the rules set out in the Data protection Act 1998.

Signed _____

Date _____

Equal Opportunities

Robert Horne Group Limited operates a policy of equal opportunity in employment. To assist in monitoring this policy and for this purpose only, please provide the following details.

Your response will not influence the outcome of your application.

Job applied for

Location

Please give details of ethnic origin by ticking the appropriate description

Bangladeshi

Black African

Black Caribbean

Black other *(please specify)*

Chinese

Indian

Irish

Pakistani

White UK

White other *(please specify)*

Other *(please specify)*

Nationality

Male / female

Thank you for your time. This application is now complete.

Kindly forward this page to:
Equal Opportunities Monitoring, Human Resources Department,
Robert Horne Group Limited, Huntsman House, Mansion Close,
Moulton Park, Northampton NN3 6LA