

MACKLE PETFOODS

(A Division of John Mackle (Moy) Ltd)

Monitoring Ref:

Guidance Notes for completing your application form

- Please complete all sections of this application form.
- Please type or use black ink and write legibly so that the form can be easily read and photocopied.
- The information on this form will be used to decide who should be shortlisted for interview. It is therefore in your interest to fill it in carefully and completely. Continuation sheets may be added if necessary.
- We reserve the right to apply additional criteria if necessary as part of the shortlisting process.
- When the form is fully complete, please email to {insert name and title} or alternatively post to the address below. Unfortunately late applications cannot be accepted.
- Do not substitute a CV for this application form, as they will not be considered.
- We regret that due to anticipated high demand we will only be able to contact shortlisted candidates.

Please send applications to
Karen Douglas (Reception)
40 Corrigan Hill Road
Moy, Dungannon
Co. Tyrone
BT71 6SL

Mackle Petfoods is an Equal Opportunities Employer

Please ensure that you read the Guidance Notes before completing the Application Form

APPLICATION FORM – PRODUCTION OPERATIVE

1. POSITION APPLIED FOR:

2. PERSONAL DETAILS

Surname:	Telephone number (Home):
Forenames:	Telephone number (Mobile):
Title:	Telephone number (Work):
Address & Postcode:	

Do you have the right to work in the UK? Note: the company will require proof of this right before an offer of employment can be confirmed – e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996	Yes	No
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Please state your National Insurance Number:

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Have you ever been convicted of a criminal offence (other than a spent conviction under the terms of the Rehabilitation of Offenders Act 1974)? If yes, give details.

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3. EDUCATION

Place of study	Summary of qualifications gained

4. WORK RELATED TRAINING

Please give details of any training courses you have been on, particularly those in the last 5 years.

Organising Body	Course Title / Subject

5. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Date Joined	Institute/ Organisation	Grade Of Membership (Where appropriate)

6. EMPLOYMENT RECORD

Please give details of your employment history in reverse chronological order for up to 10 years only. Indicate any career breaks and the reasons for them. Use additional sheets if necessary.

Name and Address of Employer and Nature of Business:	From: To:	Job Title: Job Function/ Responsibilities:	Final Salary and Reason for Leaving

7. ESSENTIAL CRITERIA

Taking each of the essential criteria listed below, please demonstrate, using examples, of how you meet the criteria.

Criteria 1: Good communication skills, good level of English (reading, writing and speaking)

Criteria 2: Excellent team member

Criteria 3: Flexible attitude to shift working

8. DESIRABLE CRITERIA

Taking each of the essential criteria listed below, please demonstrate, using examples, of how you meet the criteria.

Criteria 1: GCSE's or equivalent, including Mathematics and English (Grade A-C)

Criteria 2: Previous experience working within a factory environment

9. ABSENCES

Please list all absences from work in the last 12 months and the reasons for such absences

10. MEDICAL HISTORY

Please give details of any illness, operation or accident resulting in lengthy absence from work

11. DISABILITY DISCRIMINATION ACT 1995

If you require any special arrangements to be made to assist you if called for interview, please let us know in advance of the interview.

12. REFEREES

Please give the details of two work related referees, including your current or most recent post. Referees will not be contacted without your prior approval.

Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone No.:	Telephone No.:
Nature of Relationship:	Nature of Relationship:

13. VERIFICATION OF INFORMATION

I certify that all information which I have provided is correct and that I have personally completed this form. I understand that any false information given may result in a job offer being withdrawn.

Signature:

Date:

Please return the separate monitoring form enclosed or the application will be invalid.