

wer



corrugated

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## APPLICATION FOR EMPLOYMENT

THE INFORMATION YOU GIVE WILL BE KEPT CONFIDENTIAL.

PLEASE USE BLOCK CAPITALS THROUGHOUT.

### Personal

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

National Insurance No: \_\_\_\_\_

Are you eligible to work in the UK? YES / NO

Telephone Numbers: Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Do you have any disabilities, which could affect this application? YES/NO

If YES, describe: \_\_\_\_\_

\_\_\_\_\_

If YES, are there any reasonable adjustments we could make? \_\_\_\_\_

\_\_\_\_\_

Are you registered disabled? YES / NO Registration number: \_\_\_\_\_

### Employment

Position applied for: \_\_\_\_\_ Pay expected: £ \_\_\_\_\_

Have you previously worked for us? YES / NO If YES, when? \_\_\_\_\_

Have you any relatives working for us? YES/NO

If YES, please give names & relationship:

\_\_\_\_\_  
\_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_

Have you any skills, experience or qualifications which you feel would especially suit the job you are applying for?

\_\_\_\_\_  
\_\_\_\_\_

**Education**

Schools	From	To	Examinations & Results

College/University	From	To	Courses & Results

**Employment History**

Present/Last Employer: \_\_\_\_\_ Type of business: \_\_\_\_\_

Address: \_\_\_\_\_

Type of work & responsibilities: \_\_\_\_\_

\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Starting Pay: £ \_\_\_\_\_ Per: \_\_\_\_\_

Present/Leaving Pay: £ \_\_\_\_\_ Per: \_\_\_\_\_

Reason you want to leave/have left: \_\_\_\_\_

Please give details below of any other previous employment.

**Employer:** \_\_\_\_\_ **Type of business:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Type of work & responsibilities:** \_\_\_\_\_

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Starting Pay:** £ \_\_\_\_\_ **Per:** \_\_\_\_\_

**Present/Leaving Pay:** £ \_\_\_\_\_ **Per:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Interests**

Please give brief details of pastimes, hobbies, sports etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bank Account Details**

*(Optional at Interview Stage)*

**Bank Name:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Sort Code:** \_\_\_\_\_

**In Case of Emergency notify**

*(Optional at Interview Stage)*

**Name :** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**I declare that the information I have provided in the application is correct to the best of my knowledge.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Interviewer Use Only**

**Interviewer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

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**OFFICE USE ONLY**

**Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Start Date**

**Corrugator/Conversion & Shift**

**Job Title**

**Supervisor ID**

**Rate**

**Induction date**

**Passport/work permit**

**P45/P46**

**Reference Check**

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**Document Checks****PLEASE TICK AND PHOTOCOPY****Any one of the following**

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other documents issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment

**OR Combination 1**

- A document giving the persons permanent National Insurance Number and name. This could be a: P45,P60, National Insurance Card or a letter from a Government agency.

**Along with checking and copying a document giving the persons NI number one of the following:**

- A full birth certificate issued in the UK which includes the name of the holders parents; OR
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland: OR
- A certificate of registration or naturalisation stating that the holder is a British citizen; OR
- A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the UK or has no time limit on their stay; OR
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom or has no time limit on their stay; OR
- A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the UK and this allows them to do the type of work you are offering; OR
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the UK and this allows them to do the type of work you are offering.

**OR Combination 2**

- A work permit or other approval to take employment that has been issued by Work Permits UK

**Along with a document issued by Work Permits UK one of the following**

- A passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question: OR
- A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the UK and can take the work permit employment in question.

**Checked and copied by:** \_\_\_\_\_**Date:** \_\_\_\_\_