

**FOR MANAGER'S USE:**

EMPLOY YES / NO

If 'No' please put reason in 'Managers Notes' Box

AREA:.....

START DATE: / /

RATE OF PAY: £



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**FOR PAYROLL USE:**

PAYROLL REF:  
DATE CRB SENT:

## 2010 APPLICATION FORM

### Pre Application Questions:

- Due to the nature of our business, all positions require a Standard Disclosure check from the Criminal Records Bureau. Do you agree to undergo this check? Yes / No
- Wicksteed Park Ltd. operates a Drug & Alcohol Misuse Policy. Do you agree to undergo random drug and alcohol testing? Yes / No
- Are you able to provide documents to prove your eligibility to work in the UK? This is a legal requirement under the Asylum & Immigration Act 1996. (See the back page for details of relevant documents.) Please bring documents if invited to an interview. Yes / No
- When are you available? Weekends & School Holidays / Whenever required (*please circle*)
- If successful, when are you available to start? / /10
- Have you worked here before? Yes / No If 'Yes', in which team? .....  
When? .....

### Personal Details:

Mr / Mrs / Miss / Other .....

First name(s):..... Surname:.....

Address:.....

Town:..... County:..... Postcode:.....

Ethnic Origin..... Date of Birth\*: ...../...../.....

Tel. Number: Home:..... Mobile:.....

Email address:.....

National Insurance No:

***\*Please note: there are certain age requirements for different roles: you need to be at least 16 years old to apply and for Health & Safety reasons you need to be at least 18 to become a Ride Operator.***

### Which team would you like to work in? Please tick your 1<sup>st</sup> and 2<sup>nd</sup> choices from the list below:

	1 <sup>st</sup>	2 <sup>nd</sup>
Ride Operations		
Catering Outlets		
Game stalls		
Gifts / Sweet shops		
Arcade		
Grounds Team		
Catering functions		
Ticket Offices		
Visitor Centre		

**Please explain why you have selected these teams:** (What would you bring to these roles? Do you have skills in these areas? Use a separate sheet if required)

**What is your current status?** (Tick ONE box)

Employed or Retired  You will need to complete Form **P46** if successful

Unemployed  Please produce a **P45** from last employer if successful

Student  Please sign student declaration form **P38** if successful, unless you are in your Final Year. Are you in your Final Year? Yes / No

Name / location of University / College / School:.....

Name of course(s) if applicable:.....

Do you have any health problems / are you receiving any medical treatment that could limit your ability to perform the job that you are applying for? Yes / No If 'Yes', please state brief details:

.....  
 .....

*If 'Yes', please request and complete the Pre-Employment Health Questionnaire upon interview so we can determine if you need to undergo a medical examination, for Health & Safety reasons.*

Do you hold a full driving licence? Yes / No Do you have your own transport? Yes / No

If 'No', please state how would you travel to work:.....

Do you have any unspent Police Cautions or Convictions for a criminal offence? Yes / No

If 'Yes' please give details:.....

Are you currently facing any criminal proceedings, charges or prosecutions? Yes / No

If 'Yes' please give details.....

**Employment History** - List below past and present employment, beginning with the most recent:

Dates of Employment	Company	Position Held & duties	Reason for Leaving

**Qualifications:** (please attach a separate sheet if necessary)

Date Obtained	Qualification Level	Subject	Grade

Please give details of any other certificates or professional memberships:

Please describe any hobbies / experiences / personal qualities that you think are relevant to your application:

Please tell us in one sentence why we should offer you a job:

**Personal References:** Please provide details of a referee from your last two employers, provide two character references if you have no previous employers or one of each if you have only one previous employer:

Name: Occupation: Establishment: Relationship: Address:  Telephone No:	Name: Occupation: Establishment: Relationship: Address:  Telephone No:
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Do you have any friends or relatives working for Wicksteed Park?

If so please state their name:..... Relationship.....  
Department.....

**In Case of an Emergency, who do we Contact?**

Name:..... Relationship to you:.....

Address:.....

..... Postcode:.....

Telephone No: Home:..... Mobile:.....

**Are you willing / eligible to undertake a 5 day work trial through the Jobcentre Plus? Yes / No**  
**If 'yes' please provide details in the 'Any Other Comments' box below.**

**Any Other Comments to support your application:**

**Declaration:**

*Please read this carefully before signing:*

- 1) I hereby confirm that the information given by me is true and correct.
- 2) I understand that it is a condition of my employment that Wicksteed Park holds a Certificate of Standard Disclosure from the Criminal Records Bureau (CRB) for me **within 5 weeks** of my start date. (You may produce a CRB Disclosure that is less than 3 years old.)

- 3) I understand that my employment will be subject to me providing the necessary **original** documents within **1 week of my start date** in order for my CRB application to be processed.
- 4) I understand that there is a £41 charge for this Disclosure, which is payable by me if my employment ceases before the end of my contract. I understand that signing this application form authorises Wicksteed Park to deduct the fee from my wages over a number of weeks. I understand that I will receive a refund in full if I am employed to the end of my contract. I understand that the Disclosure will become my personal property when I leave.
- 5) I accept that Wicksteed Park Ltd may take up references from previous employers or personal references as appropriate.
- 6) I understand that I may be asked to take a medical examination as a condition of my employment.
- 7) If I should be offered a position at Wicksteed Park and false information has been given or unreasonable references received, I understand that disciplinary action will be taken which could result in my dismissal.
- 8) I understand that I need to have my own Bank Account for my wages to be paid into.

**Bank Details – all employees are paid directly into their own Bank Account via BACS**

Name of Account Holder.....

Name of Bank or Building Society.....

Branch Address.....

Sort Code:   -   -   Account Number:

Roll Number (if applicable) .....

Please note that unsuccessful application forms will be destroyed: your personal details will not be kept.

**Signed:**..... **Print:**.....

**Date:**.....**2010**

**Examples of Common documents to prove your eligibility (this list is not exhaustive):**

- ❖ British Passport
- ❖ Passport from the EEC
- ❖ Passport showing you are a British Citizen or that you have the right to abode in the UK
- ❖ Passport with working visa
- ❖ Full UK Birth Certificate PLUS your National Insurance Number
- ❖ Work permit issued by Work Permits UK along with a letter issued to you by the Home Office confirming that you are able to stay in the UK and can take the work permit employment in question
- ❖ A passport or other travel document endorsed to show that you can stay indefinitely in the UK, or that has no time limit on your stay

**Please note that a UK driving licence is NOT a valid form of proof of eligibility**

**Manager's Notes:**

**Employ? Yes / No. If 'No' please state reasons:** \_\_\_\_\_  
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