

# ROBERT WISEMAN DAIRIES

## APPLICATION FORM

**Name:**

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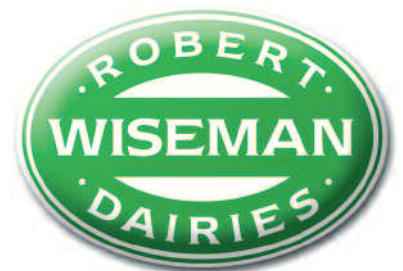
**Position applied for:**

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**Return address:**

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# Robert Wiseman Dairies

## About us:

With almost 5000 employees based at 24 sites across the UK, Robert Wiseman Dairies is one of the most successful and fastest growing liquid milk processing and distribution companies in the UK. We are committed to a culture of continuous improvement which employees understand and share and where individual contribution and development is recognised, valued and rewarded. Thanks to our philosophy, we have trained the youngest LGV driver in the UK, and many of our senior managers started at “grass roots” level and have progressed through the company.

## Who we are looking for?

We want our sites to reflect the local community and we understand that local people like yourselves have the skills we require to make our business a success. We select members of our team based on their attitude and ability to do a great job, regardless of sex, race, disability, marital status, age, political belief, colour, culture, nationality, ethnic or national origin, religion or belief, sexual orientation or gender reassignment.

## Benefits:

### • Holidays

If you work 5 days a week you will receive 25 days holiday in a full holiday year. Your holiday entitlement will increase by 1 day, every 4 years of continuous service up to the maximum of 5 days. In addition we also recognise 8 customary/public holidays. If you work fewer than 5 days per week, or leave partway through the year, your entitlement will be on a pro rata basis.

### • Pension and Death in service Benefit

We offer you the option of joining our stakeholder pension scheme. If you contribute 3% of your earnings, the company will match this, making it a valuable benefit for all employees. The Company offers a Death in Service life assurance scheme providing a benefit of 2 times all earnings, terms and conditions apply.

### • Pay

Our hourly rates are competitive and are negotiated with the Union each year to ensure the best package available. Coupled with this the company offers an unsociable hours premium and overtime rates at time and a half for Saturdays and double time for Sundays.

### • Recommend a friend

The company prides itself on it's motivated and reliable team. In order to encourage similar employees into the company, we have created a recommend a friend scheme rewarding existing team members up to £1000, depending on length of service, for introducing like minded people into the organisation.

### • Training, Development and Education

We know how important job satisfaction is to our employees, and we will give you the training you need to enjoy your chosen role to the full. If you want to take your career further, we will support you in developing the skills you need, whether it is to become a specialist in a particular area, or to train as a manager.

## What to expect

Please take your time to fill in this form ensuring that you have filled in all the relevant parts, as this is the first step in the selection process. Once we have had time to review your application, we hope to invite you in for an interview where you will be given an opportunity to find out more about the company and to ask any questions you may have.

As part of our recruitment processes, should you be selected to attend an interview with the Company you will be required to complete a literacy/numeracy test.

If you have a disability or any special needs that means you would like help with this application form, or at any stage of the selection process, then please contact us so that we can assist you.

## Personal Information

Surname: \_\_\_\_\_ Title: Mr / Mrs / Miss / Ms / Other: \_\_\_\_\_

First Name: \_\_\_\_\_ Preferred First Name (If different): \_\_\_\_\_

Other Names: \_\_\_\_\_ National Insurance No: \_\_\_\_\_

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

\_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

e-mail Address: \_\_\_\_\_

Please detail the site location you wish to make your application to: \_\_\_\_\_

Do you need special arrangements if you attend an interview? Yes  No

If you answer yes, we will contact you to establish the assistance needed.

The best time to arrange an interview is in the: Morning  Afternoon  Evening

How did you hear about the vacancy: Job Centre  Newspaper  Internet  other: \_\_\_\_\_

please specify

Recommend a friend scheme  Name of referring employee: \_\_\_\_\_

Location of referring employee: \_\_\_\_\_ Employee Number: \_\_\_\_\_

## Legal Information

Are you able to provide proof of your entitlement to work in the UK? Yes  No

Do you have any criminal convictions which are deemed unspent (is not legally spent) under the Rehabilitation of Offenders Act 1974?\*

Yes  No

\*If you have answered yes to this question, before you can be offered a position, you will be required to submit written details, which will be treated in the strictest confidence.

Are you over 18 years of age? Yes  No  If no, please state your date of birth: \_\_\_\_\_

## Driving Licence Details

Do you hold a full UK driving licence or EU equivalent? Yes  No

What type of licence do you hold? Car  Non LGV C1  LGV Category C  LGV C +E

Do you have any current or pending endorsements or statutory bans? Yes\*  No

\*Please provide details: \_\_\_\_\_

please specify

## Education & Training

Please detail any educational or training qualifications below:

Qualifications - include any work based courses and any further education Grade	Grade

## Current / Previous Employment

Please list your current and previous employers. Cover at least 18 months leaving no gaps. Please include temporary and part time work, even if it was only for a short time. Give the most recent information first.

Please be aware that we may send reference enquiries to all the people you name. We would not contact your present employer until you have accepted a job offer from us.

Name & Address of Employer	Job Title	Reason for Leaving

## Other employment

Are you intending to have any other paid employment if you join Robert Wiseman Dairies? Yes  No

## Other information

Please use this section to provide any other information you feel is relevant or in support of your application:

Have you previously worked with Robert Wiseman Dairies before?

Yes  No

If yes, please provide dates and location: \_\_\_\_\_

\_\_\_\_\_

## References

Please provide two references from your previous employers:

Referee 1: Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Tel Number \_\_\_\_\_

Referee 2: Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Tel Number \_\_\_\_\_

## Data Protection Act 1998

Robert Wiseman Dairies will use the Information you have provided on the form and any other attachments for personnel administration, learning, discipline, absence management, career development, statistical and payroll purposes. If you are not offered the job, all documentation related to your application for employment will be confidentially destroyed after a period of six months.

## Declaration

I declare that the information on this form is complete and correct. I also understand that any offer of employment made to me as a result of this application will be subject to satisfactory references, the completion of a post offer health assessment and production of proof that I have permission to work in the United Kingdom.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**This page is for Robert Wiseman Dairies use only**

Position applied for? \_\_\_\_\_

Proof of entitlement to work in the UK provided? Yes  No

Passed screening? Yes  No

Invite to interview? Yes  No

Did not arrive for interview? Yes  No

Hold on file after interview? Yes  No

Reason for rejection/holding on file:

Interview comments:

Position offered: \_\_\_\_\_

Shift pattern offered: \_\_\_\_\_

Position accepted? Yes  No

Offer sent to applicant? Yes  No

Start date: \_\_\_\_\_

Recruiting Manager's name: \_\_\_\_\_

Recruiting Manager's signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Equal opportunities

At Robert Wiseman Dairies Plc we are committed to an equal opportunity policy for recruitment and employment and, hand pick people for jobs without regard to disability, marital status, age, race, sex, sexual orientation or gender reassignment, political belief, colour, culture, nationality, ethnic or national origin, religion or belief. To enable us to monitor this policy this application form includes questions relating to these topics.

**Age group:** Under 18  18 - 64  65+

**Ethnic Origin:**

**White:** White  White other  Please specify: \_\_\_\_\_

**Mixed Race:** White & Black Carribean  White & Black African  White & Asian

Other  Please specify: \_\_\_\_\_

**Asian/Asian British:** Indian  Pakistani  Bangladeshi  Chinese

**Black/Black British:** Carribean  African  Other  Please specify: \_\_\_\_\_

**Marital Status:** Married  Single  Other  Please specify: \_\_\_\_\_


**Gender:** Male  Female

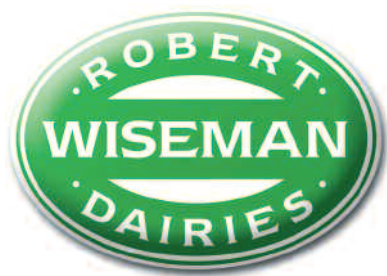
**Disability:** Yes  No

## Union Membership Application form

USDAW is fully recognised by the Company and is involved in joint negotiations on matters related to staff and wages and conditions of employment.

The Company encourages all staff to be members of the Union of Shop, Distributive and Allied Workers. Should you wish to join the Union you are asked to complete the application form set out below.

 <p><b>Usdaw</b> <i>Union of Shop, Distributive and Allied Workers</i></p>	<p><b>ROBERT WISEMAN DAIRIES</b></p> <p>LOCATION: _____ DIVISION: _____</p> <p>EMPLOYEE NO: _____ BRANCH NO: _____</p> <p style="text-align: right;">For Central Office Use Only _____</p>	
<p><b>BLOCK LETTERS</b> <i>Delete as appropriate</i>    <b>MR.</b>    <b>MRS.</b>    <b>MS.</b>    <b>MISS</b></p>		
SURNAME.....		
FORENAME(S).....	Have you been a member of Usdaw before?	Yes <input type="checkbox"/> No <input type="checkbox"/>
FULL POSTAL ADDRESS.....	Have you been a member of any Trade Union?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, please give details.....		
Union.....		
Date joined..... Date left.....		
POSTCODE..... Contribution rate per week.....		
<p>I apply to join Usdaw. As a member of Usdaw I undertake to abide by the rules and regulations of the Union and to pay contributions regularly. I hereby authorise my employers for the time being, or their representatives, to deduct from my salary or wages the amount of contributions payable by me under the Union's Rules, as amended from time to time. I also authorise the deduction of any arrears which may accrue during my employment and agree where appropriate that my employers, or their representatives, shall notify the Union of any future changes in my home address to enable Union to maintain a register of the names and proper addresses of its members.</p>		
OCCUPATION.....		LOCATION.....
MEMBERSHIP SCALE A OR C.....		ADDRESS.....
DATE.....		
SIGNATURE.....		



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