



## Job Application Form

Please complete this form and return it on or before the closing date specified in the advertisement. Late applications will not be considered. Only information provided on this application will be considered by the panel. Curriculum vitae will not be accepted. All information given will be treated with the strictest confidence. Speculative applications will be kept on file for a 6-month period.

**Date of Application:** \_\_\_\_\_

**Position Applied For:** \_\_\_\_\_

(Select from the list below/or as detailed on the advert)

- |                            |                               |
|----------------------------|-------------------------------|
| 1. Trial Member General    | 4. Temporary Warehouse Worker |
| 2. Trial Member LGV Driver | 5. Work Experience Placement  |
| 3. Trial Member Warehouse  | 6. Other (please specify)     |

Please note that:

Suma Member recruitment is sometimes specific to certain skills, this does not mean that successful candidates will be restricted to this area of work. Suma encourages multi-tasking for all workers across all areas of the co-operative.

### **PERSONAL DETAILS**

Surname:	Forenames:
Address:	
Postcode:	Email Address:
Home Telephone Number:	Mobile Telephone Number:
National Insurance Number:	Do you hold a Driving Licence? Yes/No (N.B. It is not an essential requirement)
Please provide details of your driving entitlement:  (Provisional / Full pre 1997 / Full post 1997 / LGV Class 1 / LGV Class 2 / etc)	
Please provide details of any driving offences:	Where did you learn of this vacancy?

**1. EMPLOYMENT RECORD**

(Please list chronologically starting with current or last employer)

Name and Address of Employer, and Nature of Business:	Dates From: To:	Job Title: Job Function/Responsibilities:	Salary: Reason For Leaving:

**2. EDUCATION**

Date From:	Date To:	Name of School:	Examinations Taken and Qualifications Gained. (Specify Grades)

**3. FURTHER/HIGHER EDUCATION**

Date From:	Date To:	Name of Institution:	Subjects Taken and Qualifications Gained. (Specify Grades or Degree Class Obtained)

**4. TRAINING**

Date From:	Date To:	Name of Institution:	Details of Training Courses Attended, and Awards Achieved.

**5. SUITABILITY FOR THIS POSITION**

Please provide examples of your experience of the headings below. (Categories are general headings associated with working at Suma, experience of all categories is not expected.)

Warehouse Distribution:
LGV Driving and/or Multi-drop Deliveries:
Co-operative and/or Team Working:
People Management and Leadership:
Project Management:
Sales and Marketing:
Computer Skills and Information Technology:
Running a business and/or Accounts and Finance.

## 6. INFORMATION IN SUPPORT OF YOUR APPLICATION

Suma is a workers' co-operative. Members of the co-operative collectively own the business, and are responsible for the operation, management, and therefore the health of the business. Members must be both workers, doing their daily jobs, and managers, organising the business.

Please use this next section to clearly tell us how you will add value to our business. Include any skills or experiences that you have acquired that will support this application whether within the working environment or outside.

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## 7. REFERENCES

Please provide 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 Number:	Telephone Number:
Relationship:	Relationship:

## **8. EQUALITY ACT 2010**

The Equality Act 2010 states that a person has a disability if:

- They have a physical or mental impairment
- If the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.

Using this definition, would you consider yourself to be disabled? Yes No

If yes, do you require any special arrangements to be made to assist you if called for interview?

Please provide details:

## **9. REHABILITATION OF OFFENDERS ACT 1974**

Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974)	Yes	No
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## **10. ASYLUM AND IMMIGRATION ACT 1996**

Do you have the right to work in the UK? Note: Suma will require proof of this right before an offer of employment can be confirmed – eg. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK.	Yes	No
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## **11. AVAILABILITY**

Please tell us if there any dates that you will not be available for interview.

If you are applying for Temporary Warehouse Work please provide us with the date that you could potentially start work, the days of the week that you are available to work, and the times of day that you are available to work.

Available From:

Days of the Week Available:

Available To:

Times of Day Available:

## **12. VERIFICATION OF INFORMATION**

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Signature:

Date:

Please return completed applications to:

**Personnel Department, Suma Wholefoods, Lacy Way, Lowfields Business Park, Elland, West Yorkshire, HX5 9DB.**

For additional information contact Suma Personnel Department on 01422 313882.