

CONFIDENTIAL

Part 1



## WELCOME TO THE VILLAGE BAKERY GROUP

The Village Bakery is a family owned and managed **Craft Bakery** producing an award-winning range of Bread, Pies, Morning Goods and gluten free products. We have three modern bakeries in Wrexham, North Wales, and we supply a variety of quality retailers locally, nationally and internationally as well as making our own-brand products.

We employ over 250 people across the three sites and have our own wholesale distribution fleet. As well as a strong focus on quality, we understand the importance of people in our operations and continue to invest heavily in the training and up-skilling of our workforce. We have recently unveiled plans for a **Baking Academy and Innovation Centre** which will help train the next generation of bakers.

If you join the Village Bakery Group you will become part of a **Leading Regional Bakery** which continues to grow, focusing on quality products and services to our customers. The Village Bakery is an **Equal Opportunity Employer**. All employees and prospective employees will be given equal opportunities within their employment irrespective of their race, gender, nationality, religion or belief, sexual orientation, gender reassignment, disability, pregnancy, marital status or age.

VACANCY DETAILS			
Post for which you are applying:-			
At which site (Please circle site)	Coedpoeth	Nutrition	Wrexham Bakery
Please return the completed form to HR:- Address: The HR Department, The Village Bakery (Wrexham) Ltd., Coed Aben Road, Wrexham Industrial Estate, Wrexham, LL13 9UH Email: <a href="mailto:jobs@villagebakery.co.uk">jobs@villagebakery.co.uk</a> Phone No: 01978 660840			

PERSONAL DETAILS	
Family Name:	Forenames:
Home Address:	Telephone Numbers :-
	Home:
Postcode:	Mobile:
NI No:	E-Mail Address:
Are you eligible to work in the UK	Yes / No

<sup>1</sup> **NB: We correspond through email and have an employee system which is electronic so please provide an email address where applicable.**

**EMPLOYMENT HISTORY**

- Please list all of your previous jobs including any with your present employer. Start with the most recent.
- References may be sought from your previous employer
- No contact will be made with your present employer until a job offer has been made

Name & Address of Employer	Dates From/To	Position Held	Reason For Leaving

**EDUCATION**

Secondary School  
Examinations Taken and Results

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College/University  
Courses and Results

Other Education (Vocational Training or Professional Membership) Courses and Results

If you are invited for interview please bring copies of any certificates relevant to the post you have applied for.

**DRIVERS (to be completed only if application to post applied for)**

Do you hold a full current driving licence?

If YES, type of licence

Class of LGV/HGV Licence.....Date Issued:.....

Do you hold a Forklift Driving Certificate?	Yes/No	Type
.....		

Date Issued:.....

Do you have any penalty points on your licence?	Yes/No	If YES how many.....
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Do you have a CPC Qualification Yes / No

Do you have a Digital Tachograph Card Yes / No

Have you ever been convicted of a criminal offence, other than a spent Conviction under the Rehabilitation of Offenders Act 1974? Yes / No

**REFERENCES**  
**(one of which should be your present or most recent employer)**

Name:

Name:

Address:

Address:

Position Held:

Position Held:

Permission to contact before offer of employment is made:

Referee 1                      Yes / No

Referee 2                      Yes / No

**INTERESTS**

**FURTHER INFORMATION**

Why are you applying to the Village Bakery?

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Have you any further information you feel relevant to your application?

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**APPLICATION FORM/MONITORING FORM**

Information provided by you on this application form will be processed and stored in line with our Recruitment Policy and the Data Protection Act, and can be accessed by you in accordance with the Data Protection Act. Unsuccessful applicants information will be stored for no longer than 6 months. Successful applicants will have the information transferred to their personal file. Please sign to indicate your agreement for the storage of this information.

Signed:.....

Date:.....

Print Name:.....

I understand that any false or misleading information given in this application may result in my dismissal if I am appointed. I declare to the best of my knowledge the above information and that submitted in any accompanying document(s) is correct.

Signed:.....

Date:.....

Print Name:.....

Follow us on:



/bornandbaked



@bornandbaked



/company/the-village-bakery-group

**Where did you hear about us?**

Social Media

Website

Newspaper

Word of Mouth

Agency

Village Bakery Employee: .....

Other.....

**EQUAL OPPORTUNITIES MONITORING FORM**

Information supplied on this form will not be used as part of the recruitment process. It is understood that by providing the information requested on this form, that consent is given for The Village Bakery to process the data to ensure compliance with our Equal Opportunity Policy.

Post Applied For:	Stores/Sales/Production/Engineering/Administration (please circle which you are applying for)
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Full Name:
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Address:
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Date of Birth:	Gender: Male / Female
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I would describe my ethnic origin as:-		
1. White	4. Black Other	7. Bangladeshi
2. Black Caribbean	5. Indian	8. Chinese
3. Black African	6. Pakistani	9. Other (please specify)

Nationality:.....
Country of Birth:.....

<p>Disability: For definition under the Disability Discrimination Act 1995, employers have a duty to make reasonable adjustments where compared to a non-disabled person, a disabled person is substantially disadvantaged by either the working arrangements (which include the recruitment process) or the working environment.</p> <p>The Act defines a disabled person in the following way; ‘A disabled person is anyone who has or had a physical or mental impairment which has a substantial or long term effect on their ability to carry out normal day to day activities’.</p> <p>You should be aware that we may ask you to give details of your disability should you be invited to interview.</p> <p>In line with this policy, do you consider yourself to have a disability? <span style="float: right;">Yes / No</span></p> <p>If you are selected for an interview are there any special arrangements we would need to make for you? <span style="float: right;">Yes / No</span></p> <p>(If YES, and you are successful in obtaining an interview, we will contact you to discuss arrangements)</p>	
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