
HR Assistant & Markets Co-ordinator Application Form



The form should be completed in black ink or type. Please complete all sections of the application form. If you have any questions about the application form or would like it in another format please contact us at personnel@leedsbread.coop or on 0113 2625155.

Please return the application form to personnel@leedsbread.coop or post to Leeds Bread Co-op, 11 Penraevon Trading Estate, Penraevon Street, Leeds, LS7 2AW by **5pm on Monday 13th May**. You will receive confirmation of receipt of your application form within 48 hours.

Your privacy is important to us. At Leeds Bread Co-op we have a few fundamental principles: We don't ask you for personal information unless we truly need it. We don't share your personal data with anyone except to comply with the law or protect our rights. We don't store personal information on our servers unless required for the ongoing duration of the recruitment. If you are unsuccessful in your application, we will hold your information for up to two months before we dispose of it.

1. PERSONAL DETAILS

TITLE:	ADDRESS:
FIRST NAME:	
SURNAME:	
MOBILE TEL NO:	POSTCODE:
HOME TEL NO:	NATIONAL INSURANCE NO:
EMAIL ADDRESS:	

2. EMPLOYMENT HISTORY

TITLE OF PRESENT/MOST RECENT POST:	
EMPLOYER:	START DATE:
WORK ADDRESS:	END DATE (if applicable):
	TEL NO:

POSTCODE:	EMAIL:
BRIEF DESCRIPTION OF DUTIES:	
REASON FOR LEAVING:	

PREVIOUS EMPLOYMENT/WORK EXPERIENCE					
JOB TITLE/ NATURE OF WORK	NAME AND ADDRESS OF ORGANISATION	FULL- TIME OR PART- TIME	DURATION		REASON FOR LEAVING
			FROM	TO	

3. EDUCATION, QUALIFICATIONS & TRAINING

Applicants should list all qualifications, subjects taken, and any relevant training, starting with the most recent. Please list any qualifications you are currently working towards.

QUALIFICATION / TRAINING ATTENDED	DATE AWARDED		EDUCATION ESTABLISHMENT	G R A D E
	MONTH	YEAR		

4. PERSON SPECIFICATION

Please use the space below to show that you have the experience, skills, knowledge and personal qualities required in this post, as asked for in the Person Specification.

5. REFEREES

Please provide the contact details of two referees, one of whom should be your current or most recent employer or line manager. If you have no, or limited previous employment, please provide referees from your school, college or training scheme or from any voluntary/temporary work.

TITLE:	ADDRESS:
NAME:	
POSITION:	
TEL NO:	
EMAIL:	POSTCODE:
RELATIONSHIP TO REFEREE:	

TITLE:	ADDRESS:
NAME:	
POSITION:	
TEL NO:	
EMAIL:	POSTCODE:
RELATIONSHIP TO REFEREE:	

6. DECLARATION

I confirm that the information provided above is correct and understand that any false statement could result in my application or appointment being terminated.

SIGNATURE OF APPLICANT:

DATE:

HOW DID YOU HEAR ABOUT THIS VACANCY?