

TO BE COMPLETED BY MANAGERS:

Start date ____ / ____ / 2016

Pay rate £ ____

Area _____

Pension status _____



Wicksteed Park

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Barton Road, Kettering, Northants NN15 6NJ

Wicksteed Park Ltd is wholly owned by Wicksteed Charitable Trust, registered charity no. 1142103.

2016 APPLICATION FORM

Please print clearly using CAPITAL LETTERS and black ink

Personal details

Mr/Mrs/Miss/Other _____

First name(s) _____

Surname _____

Address _____

Town _____ County _____ Postcode _____

Ethnic origin _____ Date of birth _____

Telephone no: Home _____ Mobile _____

We will send you important information by email – please provide an address that you regularly check:

Email address _____

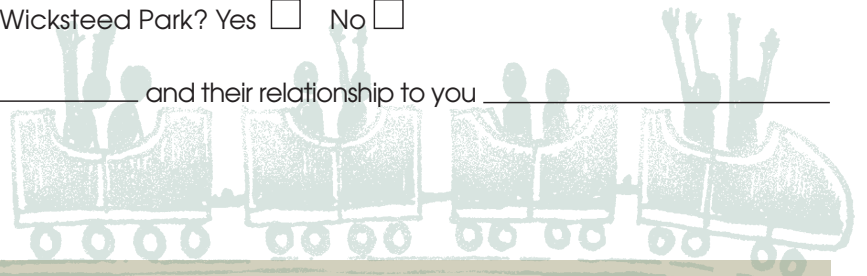
National Insurance number

Passport number

Have you worked at Wicksteed Park before? If so, when? _____ Area? _____

Do you have any friends or relatives working for Wicksteed Park? Yes No

If 'Yes' please state their name _____ and their relationship to you _____



IMPORTANT Your tax status (tick one box only)

Are you: STUDENT/HAVE ANOTHER JOB/RETIRED? You will need to complete a Starter Checklist from payroll.

UNEMPLOYED? Please produce a P45 from your last employer.

We CANNOT pay you until the relevant form (Starter Checklist / P45) has been received by the Finance/Payroll Department.

All applicants must answer the following questions:

- Please state your top three choices of roles (indicate with 1st, 2nd, 3rd)
 Ride Area 'Funmaker' _____ Catering 'Foodie' _____ 'Retail Therapist' _____
 Ticket Office Assistant _____ RUSH instructor _____ Guest Services/Box Office Assistant _____
 Pavilion Assistant _____ Grounds Assistant _____ Stores Assistant _____
 Other (please state) _____
- To help protect our customers and staff, Wicksteed Park Ltd conducts random Drug & Alcohol testing.
 Do you agree to participate in this testing? YES NO
- It is a legal requirement under the Asylum & Immigration Act 1996 that you provide original documents to prove your eligibility to work in the UK. **Please bring original documents if invited to an interview*.**
 Do you understand this requirement? YES NO
- When are you mostly available? WEEKENDS & SCHOOL HOLIDAYS WEEKDAYS ANY TIME
- If successful, when are you available to start? ____ / ____ / 2016
- 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 _____
The company will endeavour to make reasonable adjustments to accommodate your needs.
- Please state how you would travel to work _____
 Could you experience difficulties getting to work on a Sunday or Bank Holiday? YES NO
- Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? YES NO
 If YES, please give details if asked at interview.
 If unsure, please check the Disclosure & Barring Service website (below) before answering.
www.gov.uk/government/organisations/disclosure-and-barring-service

Employment history

List below your last 2 employers, beginning with the most recent

Dates of employment	Company	Position held & duties	Reason for leaving

Qualifications

(Begin with the most recent. 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 consider offering 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 _____ Name _____

Occupation _____ Occupation _____

Establishment _____ Establishment _____

Relationship _____ Relationship _____

Address _____ Address _____

Email _____ Email _____

Telephone no _____ Telephone no _____

Declaration - Please read carefully before signing:

- 1) I hereby confirm that the information given by me is true and correct.
- 2) **I understand that my employment will be subject to me providing the necessary original documents to prove my eligibility to work in the UK, before I commence employment with Wicksteed Park*.**
- 3) I understand that it may be a condition of my employment that Wicksteed Park applies for a Certificate of Enhanced Disclosure from the Disclosure & Barring Service (DBS) for me. (You may produce a DBS / CRB Disclosure from another source that is less than 2 years old.)
- 4) I understand that if my role requires one, the DBS application costs £60** which will be deducted from my first month's pay. I understand that £30 will be returned to me at the end of my contract, therefore I will have contributed £30 towards this Disclosure. I understand that if I fail to complete my contractual obligations with Wicksteed Park Ltd, i.e. I leave before my contract end date or my employment is terminated for disciplinary reasons, I will not receive my £30 refund.
- 5) I accept that Wicksteed Park Ltd may take up references from previous employers or personal references as appropriate.
- 6) I understand that a deposit for my uniform will be deducted from my first month's pay. This will be refunded to me only on the condition that I return my laundered uniform within 2 weeks of leaving my employment (uniform return facility available Mon - Fri, 9am - 5.30pm). Failure to adhere to the 2 week rule will mean I forfeit my uniform deposit.
- 7) I understand that I may be asked to take a medical examination as a condition of my employment.
- 8) 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 may be taken which could result in my dismissal.
- 9) I understand that I need to have my own Bank Account for my wages to be paid directly into.

Signed _____ Print _____

Date _____ / _____ / 2016

Notes

*Required as part of our legal requirement to check you are entitled to work in the UK. If you do not have a passport, please see the details below:

Common documents which prove your eligibility to work in the UK include:

- 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 a valid 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.

Please note this list is not exhaustive – please contact us for further information.

**Cost as at 20th January 2014. This cost may rise in accordance with the DBS at any time, resulting in the costs of both WPL and the employee being raised by 50% of the increase.

Manager's interview notes

If Not employed, please explain reason(s) why _____

Bank details

Please note, this sheet will be removed and destroyed if you are unsuccessful.

If you are unsuccessful in the first instance but then added to our waiting list, please tick here if you would like us to destroy your bank details

All employees are paid directly into their own bank account via BACS. You will not be paid unless you provide details of your own account or a joint account which includes your name.

Name of account holder(s) _____

Name of bank or building society _____

Branch address _____

Sort code -- Account number

Roll number (if applicable) _____

Signed _____ Print _____

Date ____ / ____ / 2016

Thanks for completing this application form.