

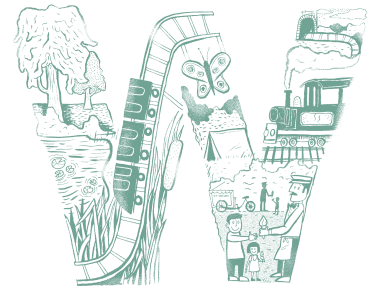
TO BE COMPLETED BY MANAGERS:

Start date \_\_\_\_ / \_\_\_\_ / 2017

Pay rate £ \_\_\_\_

Area \_\_\_\_\_

Pension status \_\_\_\_\_



# Wicksteed Park

T 01536 512475 F 01536 518948 E info@wicksteedpark.org

Barton Road, Kettering, Northants NN15 6NJ

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

## 2017 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 \_\_\_\_\_

Please make sure you provide a correct email address as this is used for payroll purposes, for access to your wages.

Email address \_\_\_\_\_

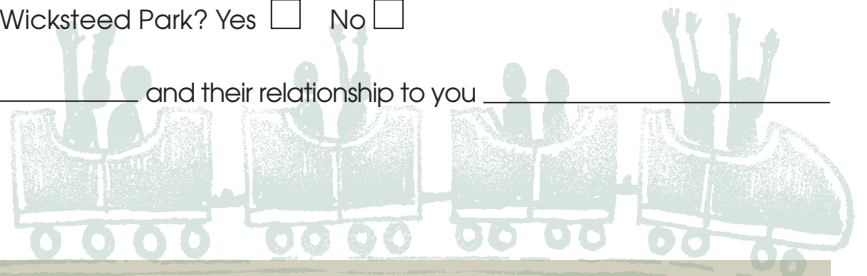
National Insurance number

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:

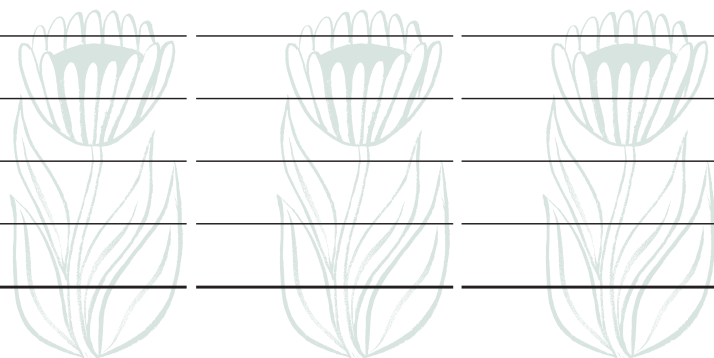
- Please state your top three choices of roles (indicate with 1st, 2nd, 3rd)  
 Ride Area 'Funmaker' \_\_\_\_\_ Catering 'Foodie' \_\_\_\_\_ 'Retail Therapist' \_\_\_\_\_  
 Ticket Office Assistant \_\_\_\_\_ RUSH instructor \_\_\_\_\_ Guest Services/Box Office Assistant \_\_\_\_\_  
 Pavilion Assistant \_\_\_\_\_ 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? \_\_\_\_ / \_\_\_\_ / 2017
- 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](http://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 a charge for my uniform will be deducted from my last month's pay if I do not return my laundered uniform within 2 weeks of leaving my employment. (Uniform return facility available Mon – Fri, 9am – 5:30pm).
- 5) I accept that Wicksteed Park Ltd may take up references from previous employers or personal references as appropriate.
- 6) I understand that I may be asked to take a medical examination as a condition of my employment.
- 7) 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.
- 8) I understand that I need to have my own Bank Account for my wages to be paid directly into.

Signed \_\_\_\_\_ Print \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / 2017

## 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 \_\_\_\_ / \_\_\_\_ / 2017

Thanks for completing this application form.