

a) Please enter your FULL NAME clearly in the space here...

b) Is there a specific job that you're applying for, if yes, what is it?

c) If yes to (b) above, where did you hear about this?

All the information asked for and provided within this document will be treated confidentially.

Please answer all sections as appropriate (please write clearly and, if possible, use your own handwriting). If you wish to, please do feel free to attach additional information or your own CV to this document.

### APPLICATIONS FOR EMPLOYMENT:

During recruitment activity we **do not** ask for or require information relating to a person's age, marital or civil partner status, pregnancy or maternity, race (which includes colour, nationality, ethnic or national origin), religion or belief, gender reassignment, gender or sexual orientation. Applications will be scrutinised to ensure compliance with current UK employment legislation. We do not require detail on disability other than where such information would be needed to ensure safe working and compliance with applicable standards, safety or take-up of relevant Government initiatives or funding schemes.

### APPLICANTS WITH DISABILITY (definition of disability as per the Equality Act 2010):

Applicants who consider them self as having a disability and who meet job criteria requirements will be interviewed – if this is you and to ensure we can hold this in mind for any interview selection we ask that you please tick box 4 found at the top of page 2. If you're called in for interview please do also let us know (in sufficient time before any interview date) if you have any specific access requirements that you think we might need to be aware of that would help you when attending for interview.

### DATA PROTECTION:

The Company believes that all data and information requested within this document is covered by what is termed as a legitimate interest, this interest being that we will require specific data in relation to job applications and, should the Company ultimately employ you, as an employee. Thus, and by completing and returning this document and/or attaching other documents you confirm (see page 2) that you accept this position and therefore provide your consent for the Company to use the data you include for all reasonable purposes in establishing your suitability for employment and for use to enable proper management of any on-going employment offer and relationship.

### CONFIDENTIALITY:

Without appropriate written permission applicants may not disclose, to any other person or party, information that they may have gained during any period of communication or employment (formal or informal) with the Company and which relates to the business of the Company.

### **Return completed documents to:**

Marshall-Tufflex Limited (HR Office)  
Churchfields Industrial Estate  
St.Leonards-on-Sea  
East Sussex  
TN38 9NU

T: 01424 856655

E: [personnel@marshall-tufflex.com](mailto:personnel@marshall-tufflex.com)

W: [www.marshall-tufflex.com](http://www.marshall-tufflex.com)

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**This page is about your eligibility and the type of work you are interested in.**

	Firstly, please answer each of following as appropriate to you;	YES	NO
1	To enable use of the data included within this document for employment purposes do you give consent to C&C Marshall Limited or any associated Company of C&C Marshall Ltd or subsidiary Company or another third party (appointed by the aforementioned for the purposes of employment relationship management) to use the data you supply within this document?		
2	As the applicant named on page 1, you confirm that the information you provide within this document and as part of any employment process will be true and honest (this includes detail about your eligibility to work in the UK). You understand that the provision of false information will be deemed as sufficient cause for rejection or review as a disciplinary matter if you subsequently become employed (subject to the matters considered this process can result in dismissal if employed)?		
3	I declare that as the applicant named on page 1, I need a Work Permit to work in the UK		
4	I declare that as the applicant named on page 1, I consider myself as having a disability as defined under the Equality Act 2010		

This next part is about the type of work that most aligns what you're applying for. See below, place a tick in one box under each group to show the area that you're mostly looking to work within or applying for? (only tick one box within each group)

<p style="text-align: center;"><b>Group 1</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Production <input type="checkbox"/></td> <td style="width: 33%;">Customer Service / Sales <input type="checkbox"/></td> <td style="width: 33%;">Warehousing &amp; Packing <input type="checkbox"/></td> </tr> <tr> <td>Engineering <input type="checkbox"/></td> <td>IT Systems <input type="checkbox"/></td> <td>Delivery Driving <input type="checkbox"/></td> </tr> <tr> <td>Assembly <input type="checkbox"/></td> <td>Design <input type="checkbox"/></td> <td>Business Admin <input type="checkbox"/></td> </tr> <tr> <td colspan="3">Another area not listed above (specify) <input style="width: 100%;" type="text"/></td> </tr> </table>	Production <input type="checkbox"/>	Customer Service / Sales <input type="checkbox"/>	Warehousing & Packing <input type="checkbox"/>	Engineering <input type="checkbox"/>	IT Systems <input type="checkbox"/>	Delivery Driving <input type="checkbox"/>	Assembly <input type="checkbox"/>	Design <input type="checkbox"/>	Business Admin <input type="checkbox"/>	Another area not listed above (specify) <input style="width: 100%;" type="text"/>			<p style="text-align: center;"><b>Group 2</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Manual Work</td> <td style="width: 20%;"><input type="checkbox"/></td> </tr> <tr> <td>Office Work</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Technical Role</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Management</td> <td><input type="checkbox"/></td> </tr> </table>	Manual Work	<input type="checkbox"/>	Office Work	<input type="checkbox"/>	Technical Role	<input type="checkbox"/>	Management	<input type="checkbox"/>
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Office Work	<input type="checkbox"/>																				
Technical Role	<input type="checkbox"/>																				
Management	<input type="checkbox"/>																				

Please provide your usual contact address and details below here.

Address	
Post Code	
<b>National Insurance Number</b>	
	You must provide your National Insurance Number
Contact Phone	
E-mail	

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**This page is for information about you and your qualifications...**

Please confirm the following about you...

	YES	NO	Any supporting note or additional detail
"I'm subject to a rehabilitation period for an unspent criminal conviction"			
"I have a current and valid UK car driving licence!"			
"I have a current/valid UK Goods Vehicle licence"			
"I have certificated Fork-Truck operator training"			
"I have certificated First-Aid at Work training"			
"I can speak, read and write in English clearly"			
"I can speak another language other than English"			

What qualifications do you have?

Via which School, College or University?

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- This page is for you to provide detail on the last 2 places you have worked.**  
 Provide a brief outline of the job and responsibilities you had. The first box should be used for your current or most recent Employer (if not currently employed).
- Tick this box to give your consent for the Company to use the detail below and contact the persons listed for information about you in relation to your suitability for employment.

The Company would wish to contact referees at the earliest opportunity before any offer is made. However, we understand that this may be difficult so please indicate your preference here (tick relevant box)

- At any time before any offer is made
- After a formal offer has been made
- After employment has commenced

Contact Name	Your Job Title
Company Name	What were your main duties and responsibilities?
Address	
Phone Number	Annual Salary
Reason for leaving	

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Address	
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Reason for leaving	

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**This page is for you to provide some further detail about you and your experience**

The information you include here should help us to gain a broader view of you, your knowledge, skills and experience. It should help us to better assess your application in relation to the job or type of work you wish to be considered for. To that end please feel free to use the space here to give detail that you feel would help us evaluate your experience. Think about your experience in terms of the areas you have been involved in, for example where you have worked as part of a Team or where you gave excellent customer service and/or where you helped to develop a solution or working method, set out the environment or changed systems to improve things. If you are a student and coming direct from education this could be where you worked on a project or activity or where you applied yourself to achieve a specific outcome.

If you need more space or have any other additional relevant information you would like to supply please use separate sheets as necessary and/or attach it to this application.

Note: If no employment opportunities exist, Application Forms are held on record (within the HR Department) for a maximum period of 12 months from the date of signing. After this time has passed they are not considered as current. By signing below you are confirming that the detail provided in this document is true. You also provide consent for C&C Marshall Limited or any associated Companies of C&C Marshall Ltd and its subsidiary companies, Marshall-Tufflex Ltd, Marshall-Tufflex International Ltd and Truffle Ltd and their subsidiaries or other third parties appointed by the aforementioned to use the information provided within this document for any activity associated with applications and on-going employment.

Sign and Print: \_\_\_\_\_ Date: \_\_\_\_\_

DOC00120 <b>www</b>	Document Tier 5	Access via DDM	Use Mandatory	Review Annually
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## Working for C&C Marshall Ltd or an associated Company

Please note the following detail is for information only and is meant as a summary to illustrate some of the main terms and conditions that are likely to apply should an offer of employment be made to you. The specific terms relating to an offer of employment made directly to you will be detailed separately.

This application document is dated 14/06/2018 and the detail contained is just for illustrative purpose only, it may be changed at any time by the Company without notice.

### PAY PERIODS

Pay periods are monthly (this applies to all employees) and payments are made, as a normal method, directly into an Employee's nominated Bank Account on or around the 28<sup>th</sup> day of each month.

### WORKING HOURS

A major part of the Company operates on what would be classed as standard day work, i.e. completing between 35 to 40 hours, usually over 5 days (Mon-Fri) each working week. However, jobs roles in some parts of the Company work different hours and days, such as jobs associated within Production, Engineering or Logistics, these areas may work a shift pattern and this may mean a requirement to work on a variable, alternating shift including night work or operating a call-out system.

### PROBATION PERIODS

Any offer of employment is always subject to the successful completion of a probation period, the probation period can last up to 2 years but generally we would expect to be able to confirm employment after a 3-month initial settling-in period.

### PENSION SCHEME

The Company currently provides access to pension options and, as this is a more detailed area, further information is provided on the commencement of employment.

### HOLIDAYS (ANNUAL LEAVE)

The leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December in each year, with total annual entitlement accruing at the rate of 1/12<sup>th</sup> of an employee's normal annual entitlement per each calendar month worked in the year. An employee's specific annual leave allowance and the rules relating to it are set-out within an employee's specific terms and conditions of employment. However, and for your awareness, the normal standard base for someone attending work on 5 days each week is a total of 33 days per each calendar year (this includes any locally applied statutory leave days each year (normally 8 days)).

### REFERENCES / REPORTS

Any offer of employment will be subject to the receipt of satisfactory employment references, although employment references will only be taken up following confirmation of the Applicant's consent, see tick box options on Page 4 within the main Application Form document.

### NO SMOKING POLICY

Smoking (traditional cigarettes, cigars, pipes and/or electronic smoking devices) is not permitted on any Company Site, property or in any Company Vehicle.

### EQUAL OPPORTUNITIES

Clearly the Company has the intention of treating all applicants and employees equally within its recruitment process or when people are employed. If you think (at any time in your dealings with the Company) you have been treated unfairly or unequally we want to hear from you so that we may review and address the concerns you have and look to resolve such matters so, subject to findings, unfairness, imbalance and inequality is removed from our processes and approach.

We hope the above gives you some background awareness and is helpful? Of course, if you have any further questions about working for our Company, do feel free to give us a call and ask. We'd be happy to hear from you.

Contact detail can be found on page 1 of the Application Form.

DOC00120 <b>WWW</b>	Document Tier 5	Access via DDM	Use Mandatory	Review Annually
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