



405 Cedar St.  
 Tipton, IA 52772  
 563-886-2558

[www.tiffinstiptonbakery.com](http://www.tiffinstiptonbakery.com)

## JOB APPLICATION FORM

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application.

Job title:	Today's Date:
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Requested wage?	Requested hours?
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How did you hear about the position?
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### I. APPLICANT'S DETAILS

Title:	Last Name:	First name:

<b>Home address:</b>

ZIP CODE:
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#### Telephone numbers:

Home:
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Work :	Mobile :
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email address :
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Can we email you regarding employment?
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Do you hold a current driving license?	<b>Yes/No</b>	Do you have reliable transportation?	<b>Yes/No</b>
Are you over age 18?	<b>Yes/No</b>		

Is there anything concerning your medical history or state of health that is relevant to your application?	<b>Yes*/No</b> <i>*If you answer Yes please explain</i>
Can you stand for a prolonged period of time?	<b>Yes*/No</b> <i>*If you answer No please explain</i>

Are there any restrictions regarding your employment? e.g do you require a Work Permit?,	<b>Yes*/No</b> <i>*If you answer Yes please supply details on a separate sheet of paper</i>
Can you lift 50 pounds or more at one time?	<b>Yes*/No</b> <i>*If you answer No please explain</i>

## 2. EMPLOYMENT RECORD

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your position. If you wish to expand on specific areas of responsibility, please do so in *Section 5: Experience /skills*.

### 1. Current/most recent employer/organization

Name:		Wage:	
Address:			
Job Title:		From:	To:
Brief description of duties:			
Reason for leaving/changing:			

### 2. Employer/organization

Name:		Wage:	
Address:			
Job Title:		From:	To:
Brief description of duties:			
Reason for leaving/changing:			

### 3. Employer/organization

Name:		Wage:	
Address:			
Job Title:		From:	To:
Brief description of duties:			
Reason for leaving/changing:			

### 4. Employer/organization

Name:		Wage:	
Address:			
Job Title:		From:	To:
Brief description of duties:			
Reason for leaving/changing:			

How much notice do you need to give to your current employer?	
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### 3. EDUCATION

Please tell us about your education and any qualifications which you feel are relevant to the position. Include relevant courses which you are currently undertaking. Please start with the most recent.

<i>Name of school/college/ university/training body</i>	<i>Subject studied</i>	<i>Qualification/ Level</i>	<i>Date gained</i>

### 4. EXPERIENCE / SKILLS

This section is for you to give specific information in support of your application.

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### 5. REFERENCES

Please give name, address and position/occupation of two references. One must be your present or most recent employer. References will only be contacted for the successful candidate. Do not use testimonials or references from friends and relatives unless they were your previous employer.

1. Name:
Position:
Organization:
Address:
Tel:

2. Name:
Position:
Organization:
Address:
Tel:

**6. CRIMINAL CONVICTIONS**

Do you have any criminal convictions? Yes  No

If Yes please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974.

**7. DECLARATION AND SIGNATURE**

The information supplied in this application form is accurate to the best of my knowledge. I agree to a credit check, background check, and or drug testing ordered by Tiffiny's Tipton Bakery.

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Signed Date

By signing and returning this application form you consent to Tiffiny's Tipton Bakery using and keeping information about you provided by you – or third parties such as references – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party. .