

THE ROBERT PRICE GROUP
APPLICATION FORM for HR ADMIN/RECRUITMENT
COORDINATOR

Robert Price is an equal opportunities employer

An electronic version of our Privacy Policy is published on our website: www.robert-price.co.uk

Please contact us on 01873 858585 if you require an application form in large print.

Personal Details

Your full name:

Home address:

E-mail address:

Phone number(s):

Nationality:

What documents will you be producing in support of your right to work in the UK?

Where did you hear about this vacancy?

If this was from an existing Robert Price employee, please give their name:

What other employment interests do you have:

If offered this position, will you continue to work in any other capacity? If yes, please give details including hours:

Please give details of the remuneration package you require:

How much notice do you have to give (if relevant) and when would you be available to start work?

Is Abergavenny within commutable distance for you and how would you travel to work?

Interviews

Preliminary interviews may be conducted remotely using Teams or Zoom.

Do you have access to these platforms?

Say here if there is a time or day of the week which suits you best?

Adjustments

If successful, what reasonable adjustments are required in the workplace to allow you to take up the role?

Employment History

List your present and past employment, **starting with your most recent**. Copy this sheet for more entries if necessary.
If you are enclosing a CV please complete this page as well.

Name & Address of Employer	From: Month & Year	To: Month & Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
			per	per	
	Job Title				
Describe the work you did:					
Tel:					
Type of business	Reason for leaving				

Name & Address of Employer	From: Month & Year	To: Month & Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
			per	per	
	Job Title				
Describe the work you did:					
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Name & Address of Employer	From: Month & Year	To: Month & Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
			per	per	
	Job Title				
Describe the work you did:					
Tel:					
Type of business	Reason for leaving				

RECRUITMENT COORDINATOR APPLICATION

Please use additional sheets if necessary, using the paragraph numbers

Experience

1a. What do you think would be the best medium for advertising a vacancy for a delivery driver and why?

b. What skills and aptitudes would you look for when selecting candidates for shortlist interviews for that position?

c. What aptitude tests would you use, if any, and why?

2. What checks would you make before making a job offer?

3. Experience with HR related onboarding paperwork

4. Experience with head hunting

5. Describe an example of a work situation you feel you handled well and one where you could have done better

6. What aptitudes, skills and personality traits do you have which you think would be most relevant/helpful for this position?

Please give details of any relevant medical conditions you have which might reasonably be considered to affect your ability to perform the job:

Are you a smoker/vaper? (all our workplaces are non-smoking areas)

Declaration

The information given in this application is correct.

Signature:..... Date:

Please return completed form by email to: jobs@robert-price.co.uk