## 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?

Name & Address	From:	To:	Starting	Leaving	Name of Manage		
of Employer	Month &	Month &	Salary	Salary			
	Year	Year					
			£	£			
			per	per			
	Job Title  Describe the work you did:						
Tel:							
Type of business	Reason for le	eaving					
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	Year	Year	r				
			£	f			
	Job Title		per	per			
	Describe the work you did:						
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Tel: Type of business	Reason for lo	eaving					

**Employment History** 

Please describe any ot	her work you have been inv	olved in, e.g. volunta	ry, freelance, project work etc.
Dates/duration	Description		
Education, Qualification	ns & Training		
	_	of your education of	ualifications and training to date. If invited to
	_		ification certificates with you.
Places attended	67	Dates	Qualifications
		From/To	Gained
		(optional)	
Interests			
	ain interests outside work		
and distant or your min			
Additional Information			
Give any further inforr	mation which you think may	assist us in consideri	ng your application.
References			
Please provide names,	addresses and occupations	of two referees (not	relatives), preferably previous employers who
			rees, you authorise us to approach them for a
reference. If this author	ority is conditional please sta	ate your conditions	
Name:		Name:	
Company:		Company:	
Address:		Address:	
Address.		Address.	
Email:		Email:	
Elliali.		Eilidii.	
Telephone:		Telephone	e:
If this reference autho	rity is conditional (e.g. upor	job offer) please sta	te your conditions here:
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## 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?
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: <a href="mailto:jobs@robert-price.co.uk">jobs@robert-price.co.uk</a>