



Application for Employment

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PERSONAL DETAILS

Surname Mr/Mrs/Miss/Ms:		First Names:	
Address:		Postcode	
Home Phone No:		Mobile Phone No:	
Are you over 18 years of age:		Work Phone No:	
Date of Birth			
No. Of Children:	Ages:	Marital Status:	
National Insurance Number:			
Do you need a work permit?		Visa No. (if applicable)	
<input type="checkbox"/> Yes			
<input type="checkbox"/> No			
How would you travel to work?			
Next of Kin		Relationship	
Address (if different from above)			Telephone No:
Have you ever been convicted of an offence that is not spent under the Rehabilitation of Offenders Act 1974? <input type="checkbox"/> Yes <input type="checkbox"/> No - If yes please give details			
Do suffer from any allergies or suffer from medical problems <input type="checkbox"/> Yes <input type="checkbox"/> No - If yes please give details			

AVAILABILITY FOR WORK

Preferred area: <input type="checkbox"/> Kitchen <input type="checkbox"/> Bar/Waiting <input type="checkbox"/> Host(ess)		
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Please state approximate hours:		
Please indicate any particular hours and/or days you will not be available for work:		
Are you prepared to work weekends	Are you prepared to work evenings	Are you prepared to work bank holidays?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

What are your Hobbies and what you like to do

How did you hear about the vacancy you are applying for?

- Website
 Newspaper
 Poster
 Leaflet
 Job Centre
 Recommendation (.....) Other (please specify)

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EDUCATIONAL / CATERING & VOCATIONAL QUALIFICATIONS

Please indicate any educational qualifications and/or additional training you may have had, including courses without formal qualifications.

Name of Subject / Course / Training e.g. City & Guild 706/1, NVQ levels, GCSE subjects, Basic Food Hygiene & COSHH	Organising Body	Result (if applicable)
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.....continue on separate sheet if required

EMPLOYMENT DETAILS

Start with the most recent employment held and note any periods of unemployment of more than one month

From Month - Year	To Month - Year	Name and Address of Employer	Position Held and Main Duties	Salary / Other Earnings & benefits	Reason for leaving / Period of Notice
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.....continue on separate sheet if required

OTHER INFORMATION

Tell us about any previous experience you have had that might be relevant to your application
e.g.: What experience have you had in food ordering or stock control?

What computer software are you familiar with? (if any)

Have you ever operated a computerised till? Yes No

Have you held a supervisory position? Yes No
If yes, how many people did you manage?

EQUAL OPPORTUNITIES

It is the policy of The Company that there shall be no discrimination in respect of gender, marital status, colour, religion, race, nationality, ethnic origin, disability or political beliefs and that equal opportunities shall be given to all employees. To assist the monitoring of our equal opportunities policy, it would be of great help if you would tick the appropriate box. It is not, however, obligatory to complete this section and it will not affect your chances if you choose not to do so.

Please tick the appropriate ethnic / racial group to which you belong

White Chinese Pakistani Indian

Black / African Bangladeshi Black Caribbean Asian

Black Other (please specify) _____ Other (please specify) _____

ADDITIONAL INFORMATION

(Please tell us of any further information that you feel may be helpful to your application)

.....continue on separate sheet if required

REFERENCES

Please give the names and addresses of two employers who are willing to act as referees. At least one should be your present / most recent employer. If self employed, referees should be supplied from others with whom you have had regular business dealings. If no previous employment held, please supply details of two people who can act as character referees. No approach will be made to any present employer without your permission, prior to an offer of employment being made to you.

However, we reserve the right to terminate your employment immediately without notice should references prove unsatisfactory.

Name	Name
Address:	Address:
Postcode:	Postcode:
Contact Phone No:	Contact Phone No:

<p>Capacity in which you are known by referee and for how long? Can we contact this referee immediately? <input type="checkbox"/>Yes <input type="checkbox"/>No</p>	<p>Capacity in which you are known by referee and for how long? Can we contact this referee immediately? <input type="checkbox"/>Yes <input type="checkbox"/>No</p>
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DECLARATION: I confirm that the information given in this application is correct to the best of my knowledge and I understand that any deliberate miss-statement or non-disclosure renders me liable to disqualification or dismissal if employed.

Signed _____ Date _____

DATA PROTECTION ACT: The information provided on this form will be used solely for the purpose of processing your application and will not be passed to any third party.

Thank you for completing your application form and for the interest you have shown.

May we take this opportunity to wish you "good luck" with your application!

<p>FOR OFFICE USE ONLY: Initial Comments: _____ _____ Interview Date: _____ Time: _____ Location: _____ Interviewed By: _____ Next Stage: <input type="checkbox"/>Proceed <input type="checkbox"/>Reject <input type="checkbox"/>Hold</p>	<p>If Successful: <input type="checkbox"/>Uniform Size (_____) <input type="checkbox"/>Abbreviated Name (_____) <input type="checkbox"/>ROP (_____) <input type="checkbox"/>Notice Period (_____) <input type="checkbox"/>Start Date (_____) <input type="checkbox"/>Medical Questionnaire Issued <input type="checkbox"/>EPOS Key (No_____) <input type="checkbox"/>Entered onto Unity <input type="checkbox"/>P45 / 46 Sent off <input type="checkbox"/>Entered onto MBP <input type="checkbox"/>Workbook Issued <input type="checkbox"/>Bank Details <input type="checkbox"/>Phone list updated</p>
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