

Branch Name	Position Applied for
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**PERSONAL DETAILS**

Mr / Mrs / Miss / Ms	Address
First Name (s)	
Family Name	
Tel No (Home) Tel No (Mobile)	
Post Code	
Nationality	Country of Birth
Do you need a work permit ?	Yes / No
National Insurance No	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**AVAILABILITY**

Days	Months	Time From	Time To
When are you available to start work?		How many hours can you work each week?	
Are you prepared to work evenings?		Weekends?	
Please specify any days / evenings when you cannot work			
Can you work during school / college holidays?			
Can you work extra hours during this time?			
How far do you live from the restaurant / office?			
How will you travel to / from work?			
Please give the dates of any holidays booked in the next six months			

**LANGUAGE ABILITY** (Please delete as appropriate)

Can you speak English?	NO / BASIC / FLUENT
Can you read English?	NO / BASIC / FLUENT
Can you write English?	NO / BASIC / FLUENT

**TRAINING / QUALIFICATIONS** (e.g. Basic Food Hygiene, Health & safety, First Aid, NVQ's, Personal Licence Exam etc)

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**PREVIOUS EMPLOYMENT** Please give details of your last four employers

Company name,address & contact name	From	To	Job title & duties	Pay	Reason for leaving
1					
2					
3					
4					

Have you ever been employed by the Company before? Yes / No

If yes, please give details

Do you have relatives / friends employed by the Company? Yes / No

If yes, please give details

**EMERGENCY CONTACT**

Name	Address
Relationship	
Tel No	
	Post Code

**REFERENCES** (Name & full addresses of persons to whom we should apply for a reference)

	Referee 1	Referee 2
Name		
Company		
Address		
Position		
Tel No		

Any offer of employment is entirely conditional upon the receipt of a satisfactory reference from such person(s). Until a satisfactory reference is provided, you will not ordinarily be allowed to commence employment.

The Company reserves the right to withdraw any offer of employment or (where your employment may have commenced) to terminate your employment if a reference is not received or in circumstances where your reference is shown to be unsatisfactory, false or otherwise wrongly obtained.

Where you have commenced employment and no reference is received or the reference is unsatisfactory, your employment will be terminated in accordance with the statutory minimum notice requirements set out in the Employment Act 1996.

If your employment has commenced and your reference is shown to be false or otherwise wrongly obtained then you may be summarily dismissed for gross misconduct. In such circumstances, you will not be entitled to any period of notice otherwise specified in your terms and conditions of employment.

## MEDICAL QUESTIONNAIRE

Individual food handlers are legally responsible under Food & Safety Law to make sure that they report medical conditions that could be passed on in food. Please answer the following questions honestly.

Have you ever suffered from	Yes	No	If yes, state when
Typhoid or Paratyphoid fever			
Dysentery			
Back or Hernia problems			
Persistent Diarrhoea			
Skin rash or skin disease			
Septic discharges from nose, eye or ear			
Are you now, or have you over the last seven days suffered from Diarrhoea or vomiting			
Have you been abroad in the last three weeks?			Where?
If you were ill, what was the nature of your illness?			
Medical advice sought?			Date obtained
Approved for work?			Date

### GENERAL

How did you hear about the job?
Please give us two good reasons why you would like to work with us?
Have you ever been refused a Justices Licence? Yes / No
Have you ever been convicted of a criminal offence? Yes / No
If yes please give details (Under the Rehabilitation of Offenders Act 1975 convictions need not be declared)
Please identify any disability which may affect your performance or application for a particular role. If you are aware of any reasonable adjustment which may assist you (a) in attending the interview for the role and/or (b) carrying out the tasks which may be associated with the role for which you are applying, please set those out below.

### ADDITIONAL INFORMATION (Any other information that you think we should know)

<b>DRIVING APPLICANTS ONLY</b> - Do you hold a current driving licence?	Yes / No
If yes, what type (full bike, full car, provisional, CBT)	Are you over 21? (for insurance purposes)
Please provide a copy of your driving licence (A photo card on its own is not acceptable)	
Do you hold any driving endorsement or disqualifications?	Yes / No
If yes please give details of date, No of points, nature of offence(s)	

**ASYLUM & IMMIGRATION ACT**

It is now a legal requirement that ALL personnel provide the Company with confirmation of their eligibility to work in the UK by producing one document from list 1, or two documents from list 2 or list 3 (detailed below)

- List 1
- A passport which describes the holder as a British citizen
  - Or a travel document which grants the holder indefinite leave to remain in the UK
  - Or a passport or national identity card issued by a State which is party to the European Economic Area Agreement
  - Or a Full Birth Certificate issued in the UK or Republic of Ireland or a Certificate of Naturalisation as a British Citizen
  - Or an ARC (Application Registration Card) endorsed "EMPLOYMENT PERMITTED"

- List 2
- A P45, P60 or National Insurance Card stating the holders PERMANENT National Insurance Number AND
  - A letter or passport endorsement issued by the Home Office which states that the holder has limited leave to remain in the UK and is permitted to take employment

- List 3
- A Work Permit issued by Work Permits UK which states that the holder is entitled to take the employment in question AND
  - A passport endorsement which grants the holder limited leave to remain in the UK and permission to take employment

ALL NEW EMPLOYEES MUST NOTE THAT AS A CONDITION OF EMPLOYMENT, THE ABOVE REQUIREMENTS MUST BE MET

**DECLARATION**

Did you complete the application form? Yes / No

I confirm that the information on this form is correct and I understand that the withholding or misrepresentation of facts may be cause for summary termination of my employment with the Company, if any offers of employment are made and accepted.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**INTERVIEWERS NOTES**

Interview Summary

	Excellent	Good	Satisfactory	Poor
Appearance				
Skill				
Personality				
Ease of travel				
Flexibility				
Overall				

Ref Check	Yes / No	Yes / No
By Whom		
Date		
Appointed	Yes / No	
Start Date		

Remarks

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_