

CONFIDENTIAL

# APPLICATION FOR EMPLOYMENT

OFFICE USE:  
INTERVIEW YES/NO  
DATE.....



**PLEASE COMPLETE IN BLOCK CAPITALS**

POSITION APPLIED FOR:..... WAGE/SALARY EXPECTED:.....

TITLE: MR/MRS/MISS

SURNAME:..... FIRST NAMES:.....

ADDRESS:..... IS THIS YOUR PERMANENT ADDRESS? YES..... NO.....

..... ARE YOU A U.K CITIZEN? YES..... NO.....

..... ARE YOU ELIGIBLE TO WORK IN THE UK? YES..... NO.....

POSTCODE:..... PERSON TO CONTACT IN THE EVENT OF AN EMERGENCY

TEL NO:..... NAME..... TEL NO.....

MOBILE NO:..... RELATIONSHIP:.....

E-MAIL:..... ARE ANY RELATIVES OR FRIENDS EXISTING EMPLOYEES?

N.I NO:..... IF YES, WHO?.....

## EDUCATION AND TRAINING

RESULTS OF EXAMINATIONS TAKEN AT SECONDARY SCHOOL

.....  
.....  
.....  
.....

FURTHER EDUCATION (COLLEGE, EVENING CLASSES ETC AND QUALIFICATION)

.....  
.....

ANY NON-QUALIFICATION COURSES ATTENDED INCLUDING OPERATIVE TRAINING

.....  
.....

## EMPLOYMENT HISTORY

DATES FROM – TO	LAST OR PRESENT EMPLOYER	JOB TITLE AND DUTIES	REASON FOR LEAVING AND GROSS PAY DETAILS
	NAME:..... ADDRESS..... TEL NO:..... CONTACT NAME.....	..... ..... ..... .....	..... ..... ..... .....
	PREVIOUS EMPLOYER ..... ..... CONTACT NAME:.....	..... ..... ..... .....	..... ..... ..... .....
	PREVIOUS EMPLOYER ..... ..... CONTACT NAME:.....	..... ..... ..... .....	..... ..... ..... .....

AMOUNT OF NOTICE REQUIRED TO TERMINATE PRESENT EMPLOYMENT.....

ALL ENGAGEMENTS ARE MADE ON THE BASIS OF UP TO A 3 MONTH PROBATIONARY PERIOD (OR AS SPECIFIED)

**REFERENCES**

MAY WE ASK A PREVIOUS EMPLOYER FOR A REFERENCE? YES..... NO..... CONTACT NAME:.....

WE WILL NOT APPROACH YOUR PRESENT EMPLOYER WITHOUT YOUR PERMISSION.

MAY WE ASK YOUR PRESENT EMPLOYER? YES..... NO..... CONTACT NAME:.....

**PERSONAL INFORMATION**

HOBBIES AND OUTSIDE INTERESTS

.....  
.....

DO YOU HOLD A CURRENT DRIVING LICENCE? YES..... NO..... HOW WOULD YOU TRAVEL TO WORK?

ANY ENDORSEMENTS? YES..... NO.....

CAR OWNER? YES..... NO.....

HAVE YOU WORKED FOR US BEFORE? YES..... NO.....

IF YES, GIVE DETAILS INCLUDING REASONS FOR LEAVING:.....  
.....  
.....

HAVE YOU BEEN CONVICTED OF A CRIMINAL OFFENCE (WHICH IS NOT A SPENT CONVICTION WITHIN THE MEANING OF THE REHABILITATION OF OFFENDERS ACT 1974)? YES..... NO.....

GIVE FULL DETAILS HERE:.....  
.....  
.....

PLEASE GIVE DETAILS OF PRE-ARRANGED HOLIDAYS:.....  
.....

ARE YOU SUBJECT TO ANY POST TERMINATION RESTRAINTS OF TRADE CLAUSES? YES..... NO.....

IF YES, PLEASE GIVE DETAILS:.....  
.....

ARE YOU WILLING TO WORK OVERTIME WHEN REQUIRED? YES..... NO.....

I CONFIRM THAT TO THE BEST OF MY KNOWLEDGE, THE INFORMATION ON THIS FORM IS TRUE AND CORRECT.

I UNDERSTAND THAT ANY FALSE INFORMATION OR DELIBERATE OMISSIONS WILL DISQUALIFY ME FROM EMPLOYMENT OR MAY RENDER ME LIABLE TO DISMISSAL.

SIGNATURE:..... DATE:.....

**FOR OFFICE USE ONLY**

**COMMENTS:**

.....  
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.....  
.....  
.....  
.....

SIGNATURE:..... NAME:.....

## **Coffee Shop Part Time Catering Assistant**

### **Hours**

Number of hours may vary, as per required

*Some Bank Holidays and occasional evenings may be required at certain times. Flexibility is required with working hours.*

### **Duties will include:**

Assisting the cooks with the preparation of food

Taking orders and using the till

Serving food in an efficient and friendly manner

Cleaning of equipment and using the dishwasher

Be aware of the need for good hygiene practices and ensure a high standard

*This list is not exhaustive and you may be asked to carry out other duties that are not listed*

### **Personal Specification**

The ideal candidate should ideally have experience of preparing and serving food along with being able to use general catering equipment safely and correctly and also have experience in using a till. To be polite, courteous and friendly towards customers and colleagues. Willing to undertake appropriate training. Be able to work as part of a team and also use your own initiative and also be able to work under pressure. Be capable of moderate physical activity, i.e. loading dishwasher, carrying trays, lifting and standing for long periods of time. Willing and able to be flexible in working hours and duties.

*Completed application forms and covering letter to be returned to:*

Mr R Nursey  
Dean's Garden Centre  
Mere Valley  
Seamer Road  
Scarborough. YO12 4DT