

## **Coffee Shop – Pot Wash / Back of House Assistant**

### **Hours**

This position will be part-time including some weekends and some Bank Holidays. Exact hours are to be confirmed.

*\*Flexibility is required with working hours.*

### **Duties will include:**

- Cleaning of equipment and using the dishwasher, general cleaning
- Putting stock away
- To maintain a high standard of personal and food hygiene and adhere to food safety regulations
- To liaise with the Head Chef, Coffee Shop Manager and Supervisory team
- Occasionally required to serve food to customers in an efficient and friendly manner

*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 have a high standard of personal hygiene.
- To be respectful, 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.
- To be able to work quickly and efficiently.
- To be reliable

*Please note the Coffee Shop will be very busy at times.*

*Completed application forms in writing, CV and a **covering letter** to be returned to:*

Mr R Nursey  
Dean's Garden Centre  
Stockton Lane  
Stockton on the Forest  
York  
YO32 9UE

*This job advert will close as soon as sufficient applications have been received. If you are interested please apply as soon as possible.*

CONFIDENTIAL

# APPLICATION FOR EMPLOYMENT

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



*PLEASE COMPLETE IN BLOCK CAPITALS*

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

NUMBER OF HOURS REQUIRED/APPLIED FOR:.....

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?.....

WHERE DID YOU SEE THIS VACANCY ADVERTISED?.....

## EDUCATION AND TRAINING

RESULTS OF EXAMINATIONS TAKEN AT SECONDARY SCHOOL

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FURTHER EDUCATION (COLLEGE, EVENING CLASSES ETC AND QUALIFICATION)

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ANY NON-QUALIFICATION COURSES ATTENDED INCLUDING OPERATIVE TRAINING

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**EMPLOYMENT HISTORY** – Please account for any gaps in your employment history

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

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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:.....

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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:.....

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

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

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

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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:.....

***\*WHEN RETURNING YOUR APPLICATION, PLEASE ENCLOSE A COVERING LETTER***

If your application is successful, your application form will be kept during your employment and for 6 years after your employment ceases.

If your application is unsuccessful your application form will be retained for one year after being notified. You have the right to object to your details being held for this length of time. For more information please visit <http://www.deansgardencentre.co.uk/privacy/> or a printed copy of our Privacy Policy can be found at the Inside Information Desk.

**FOR OFFICE USE ONLY**

**COMMENTS:**

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