

Post Applied  
for:

CAFÉ MANAGER

Available Start  
Date:

## Job Application Form

It is important that you read the job description before completing this application form. Please complete this form fully using black ink or type. **CVs are not accepted.** Applications received after the closing date will not normally be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

### Section 1 Personal details

Surname:  First Name:  Title:

Address:

Postcode:

Home Telephone N<sup>o</sup>:  National Insurance N<sup>o</sup>: 

Letters	Numbers	Letter
<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"/>	<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"/>	<input type="text"/>

Daytime Telephone N<sup>o</sup>:

Mobile Telephone N<sup>o</sup>:

E-mail address:

Can we contact you at work? Yes  No

Are you free to remain and take up employment in the UK with no current immigration restrictions? Yes  No

**Driving Licence** Yes  No   
Do you hold a full, clean driving licence valid in the UK?

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

## Section 2

## Present Employment

**Present Employment** (If now unemployed give details of last employer)

**Name of Employer:**

**Address:**

  
  

**Postcode:**

**Post Title:**

**Date of Appointment:**

**Salary:**

**Department / Section:**

**Brief description of duties:**

Continue on a separate sheet if necessary

**Period of Notice:**

**Last day of service**

(if no longer employed):

**Reason for leaving:**

## Section 3

## Previous Employment

**Previous Employment** (most recent employer first).

**Name of Employer:**

**Address:**

**Postcode**

**Position Held:**

**Summary of duties:**

**Start Date:**

**Finish Date:**

**Reason for leaving:**

**Name of Employer:**

**Address:**

**Postcode**

**Position Held:**

**Summary of duties:**

**Start Date:**

**Finish Date:**

**Reason for leaving:**

## Section 3

## Previous Employment continued

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Start Date:

Finish Date:

Reason for leaving:

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Start Date:

Finish Date:

Reason for leaving:

Continue on a separate sheet if necessary

## Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

## Professional, Technical or Management Qualifications

Please give details:

Professional/Technical/ Management Qualifications	Course Details

Membership of any Professional / Technical Associations- Please state level of Membership:

Continue on a separate sheet if necessary

## Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration of Course

Continue on a separate sheet if necessary

## Section 6

## Catering Experience

Please list all relevant catering experience

When	Details

Continue on a separate sheet if necessary

## Section 7

## Personal Statement

**Abilities, skills, knowledge and experience.**

Please use this section to explain in detail how you meet the requirements of the Person Specification (See Job Description). If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

## Section 8 Disability

If you have a disability is there anything we need to know in order to offer you a fair selection interview?

Yes

No

If yes, please give details:

## Section 9 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

### Reference 1

Name:

Position (job title):

Work Relationship:

Organisation:

Address:

Postcode	

Telephone N<sup>o</sup>:

E-mail:

Are you willing for this referee to be approached prior to the interview?

Yes

No

### Reference 2

Name:

Position (job title):

Work Relationship:

Organisation:

Address:

Postcode	

Telephone N<sup>o</sup>:

E-mail:

Are you willing for this referee to be approached prior to the interview?

Yes

No



## Section 10 Equal Opportunities Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.

Application for the post of:

To help us check that we are employing people fairly, please mark the appropriate sections below.

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Do you consider your ethnic origin to be:		
<b>White</b> British Irish Any other white background	<b>Mixed</b> White and Black Caribbean White and Black African White and Asian Any other mixed background	<b>Black</b> Black British Caribbean African Any other black background
<b>Asian</b> Asian British Indian Pakistani Bangladeshi Any other Asian background	<b>Any other ethnic group</b> Chinese/Vietnamese Cypriot Greek Cypriot Turkish Cypriot Other Any other ethnic group	

Do you consider yourself to have a disability:	Yes	No
If yes, please state nature of disability:		
The Equality Act defines disability as “a physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities.”		

How would you describe yourself:		
Lesbian	Bisexual	Heterosexual
Gay man	Prefer not to say	

How would you describe yourself:		
Christian	Jewish	None
Buddhist	Muslim	Prefer not to say
Hindu	Sikh	
Other (please specify):		

**Personal Details**

**Data Protection Statement**

*The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment with Friends of Hardie Park. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.*

If you succeed in your application and take up employment, the information will be used in the administration of your employment with us and to provide you with information about the business. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may use or pass to certain third parties information to prevent or detect crime, or in other ways as permitted by law.

By signing the application form it will be assumed by that you agree to the processing of sensitive personal data, (as described above), in accordance with the company's registration with the Data Protection Commissioner.

**Declaration of Criminal Offences**

Failure to declare a conviction may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

Have you ever been convicted of a criminal offence?                      Yes              No  
 (Declaration subject to the Rehabilitation of Offenders Act 1974)

Details of offence(s)	Place & Date of Judgement(s)	Sentence(s)

**Media**

Please state where you saw this post advertised

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**For Office Use Only:**

Start Date:
