Job Application Form

Weekend & School Holiday Position

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name:  Date of Birth:  Age:  Home phone number:  Mobile phone number: | Address:  Post Code:  Email: |

|  |  |
| --- | --- |
| Position applied for | Café / Shop / Either |
| This job involves committing to work one day a weekend and extra shifts during school holidays. | Are you available to work every weekend?  YES/NO |
| Do you have a preference for which day at a weekend you would regularly work – if so why? | Saturday  Sunday  Either |
| Are you able and willing to work all bank holidays? | Yes/No |
| Do you have any holidays / prior commitments already booked – if so when? | Dates: |
| Do you have exams this academic year which you will require time off for revision – if so when? | Exams:  Dates: |
| If your application is successful, please note that time off / holiday requests have to be authorised, but may not be granted (e.g. peak season / other staff already have holiday booked) | I agree and understand / I do not agree |
| Are you able and willing to handle fish and seafood? | YES / NO |
| How long are you willing to commit to a position here? | Until September this year  Until January Next year  Longer – if so how long |

**EDUCATION & QUALIFICATIONS**

|  |  |
| --- | --- |
| Current Place of Education | Current Qualifications studying for: |
| Previous School Attended | Qualifications & Year: |
| Other | Qualifications & Year: |

**TRAINING COURSES:**

|  |  |
| --- | --- |
| Food Hygiene | Date:  Expiry Date:  Provider: |
| First Aid | Date:  Expiry Date:  Provider: |
| Other |  |

**EMPLOYMENT HISTORY -** Start with current / most recent employment.

|  |  |  |
| --- | --- | --- |
| Name and Address of Employer | Duties | Reason for leaving |
| Job Title | Hourly Rate  Working Hours | Dates from    To |
| If you are currently employed, how much notice do you need to give to terminate your employment? | | |
| Name and Address of Employer | Duties | Reason for leaving |
| Job Title    Working Hours | Hourly Rate | Dates from    To |

**SUITABILITY**

|  |
| --- |
| Please include and explain:   1. why you have applied for work here 2. why you think we should interview you 3. what skills / qualities you can bring to our business |

**HOBBIES AND INTERESTS**

|  |  |
| --- | --- |
|  | |
| Where did you hear about this job? |  |
| Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? E.g. student visa | YES/NO |
| If you were successful in your application, would you require a work permit prior to taking up employment? If so please provide details | YES/NO |

**REFERENCES -** Please supply details of 2 referees, if you have been employed before you must give their details, if not you may provide personal references but they **must not** be from family or close friends

|  |  |  |
| --- | --- | --- |
| Name:  Capacity in which they know you:  Address:  Post Code:  Contact Phone Numbers: | Name:  Capacity in which they know you:  Address:  Post Code:  Contact Phone Numbers: | |
| Are we able to approach the referees for a reference before interview? | | YES / NO |
| Are we able to approach them before an offer of employment is made? | | YES / NO |

**CRIMINAL RECORD**

|  |
| --- |
| Please provide details of any criminal convictions, except any which are ‘spent’ in accordance with the Rehabilitation of Offenders Act 1974  If none please state ‘none’ |

I confirm that the above information supplied by me is a true, accurate and factual representation. I understand that if I have lied or mislead you in any way, any offer of employment will be withdrawn or my employment terminated.

I am aware the details provided will be held in confidence by the Company to enable us to assess the application and to help monitor recruitment and selection process in compliance with current Data Protection legislation.

Applicant name …………………………………………………………………………………………….

Signed ……………………………………………………………………………………………………….

Date ……………………………….……