**Job Application Form**

**Full / Part Time Hours**

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

|  |  |
| --- | --- |
| Which job are you applying for (Refer to Job Description): |  |
| Are you applying for Full or Part Time? | Full / Part Time. Ideal Hours if part time: |
| Are there any days you regularly can NOT work  – if so please explain |  |
| Are you able and willing to work all weekends and bank holidays? | Yes/No |
| Are you able and willing to handle fish and seafood? | Yes / No |
| Do you have any holidays / prior commitments already booked – if so when? | 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 |
| 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? | YES/NO  If yes, please provide details. |

**EDUCATION & QUALIFICATIONS**

|  |  |
| --- | --- |
| Schools Attended | Qualifications & Year: |
| Colleges/Universities Attended | Qualifications & Year: |

**TRAINING COURSES:**

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

**EMPLOYMENT HISTORY -** Start with current/most recent employment, include voluntary work / self-employment.

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

Please explain any gaps in your employment history:

|  |  |  |
| --- | --- | --- |
| Job Title | Duties | Reason for leaving |
| Name and Address of Employer | Salary / hourly rate  Working Hours | Dates from    To |

Please explain any gaps in your employment history:

|  |  |  |
| --- | --- | --- |
| Job Title | Duties | Reason for leaving |
| Name and Address of Employer | Salary / hourly rate  Working Hours | Dates from    To |

Please explain any gaps in your employment history:

|  |  |  |
| --- | --- | --- |
| Job Title | Duties | Reason for leaving |
| Name and Address of Employer | Salary / hourly rate  Working Hours | Dates from    To |

Continue on separate sheet if necessary

**SUITABILITY**

|  |
| --- |
| Please include and explain:   1. Please describe the skills you have that match the job description 2. Please tell us why you have applied for work here, with us at Latimers: |

**HOBBIES AND INTERESTS**

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|  |

**REFERENCES**

Please supply two references, preferably from your last two employers. If you do not have two previous employers then you may provide personal references but they **must not** be from family or close friends

|  |  |  |
| --- | --- | --- |
| Company Name:  Address:  Post Code:  Contact Phone Numbers:  Referees Name: | Company Name:    Address:  Post Code:  Contact Phone Numbers:  Referees Name: | |
| Are we able to approach the referees for a reference before interview? | |  | |
| Are we able to approach them before an offer of employment is made? | |  | |

**CRIMINAL RECORD**

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| --- |
| 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 them to assess the application and to help monitor their recruitment and selection process in compliance with current Data Protection legislation.

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

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

Date …………………………………………………………………………………………………………..