

# Employment Application Form – please complete all sections in block capitals.

Should you have any special needs and require any reasonable support to enable you to complete this application, please let us know.

<h3>Application Details</h3> <p>Position Applied for: <input type="text"/></p> <p>Reference Number: <input type="text"/></p> <p>Preferred Location: <input type="text"/></p> <p>Hours available for work : <i>Full time</i> <input type="checkbox"/> <i>Part time</i> <input type="checkbox"/> <i>Temporary</i> <input type="checkbox"/></p> <p>Please specify preferred days/hours: <input type="text"/></p> <p>Date available to start work: <input type="text"/></p> <p>Would this be your only job? <input type="text"/></p> <p>Where did you hear about this vacancy? <input type="text"/></p> <p>What are your salary expectations? <input type="text"/></p>	<h3>General Information</h3> <p>Do you need a visa to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes do you have one? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes please state its number, capacity and expiry date:</p> <p><b>If selected for interview all applicants will be required to bring an original of a birth certificate or passport.</b></p> <p>Do you hold a current UK driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have you ever been convicted of a criminal offence as defined in the rehabilitation of offender's act 1974? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes please give details (<i>do not include spent convictions</i>)</p> <p>_____</p> <p>_____</p>			
<h3>Personal Details</h3> <p>Surname : <input type="text"/> Title : <input type="text"/></p> <p>Forenames : <input type="text"/> Initials : <input type="text"/></p> <p>Place of Birth <input type="text"/></p> <p>Address : <input type="text"/></p> <p>National Insurance Number : <input type="text"/></p> <p><b>Telephone:</b></p> <table border="1"><tr><td>Home</td><td>Mobile:</td><td>Daytime:</td></tr></table> <p>Email <input type="text"/></p>	Home	Mobile:	Daytime:	<h3>Hobbies &amp; Interests</h3> <p>Please list any experience obtained in your spare time which you feel can support your application e.g. hobbies, leisure, community and voluntary work.</p>
Home	Mobile:	Daytime:		

## Previous Employment

Please give details of your employment history to date including your present/last position. (Show most recent first).

From month & year	To	Full Name and Address of Employer	Position	Salary	Outline Main Duties	Reasons for Leaving

## Education

Please give details of your education and qualifications from secondary school onwards, both full-time and part-time.

From	To	Name & Address of School/College	Qualifications Gained

If necessary, to complete either of the above sections please use an additional sheet of paper.

### Additional Training

Please give details of any further training you have undertaken or are undertaking.

- \*
- \*
- \*
- \*
- \*
- \*
- \*
- \*

### Serving our Customers

We are committed to delivering excellent customer service. To assist us in matching you to the right role, please answer the following questions as fully as possible.

Why do you wish to join us?	What skills/qualities do you believe you have that will enable you to work within a team?
Which team have you been a part of that you are most proud, and why?	How would you describe your cooking skills?
Describe a situation where you have been involved in providing a good service?	What skills/qualities do you believe you have that will enable you to deliver excellent customer service?

## References

Please provide full names and addresses of 2 employment references covering the last 3 years of employment to support this application. References will be requested once an offer is made. Your present employer will not be contacted without your consent. For applicants who have not previously been employed, please provide educational or personal references (not family).

Name:	Name:
Company/School/College:	Company/School/College:
Address:	Address:
Telephone No:	Telephone No:

## Declaration / Data Protection

The information I have supplied is true and accurate to the best of my knowledge. I understand that if any statement is subsequently found to be false or misleading my employment with the Company may be terminated. I understand that references may be received at any time after I have commenced employment with the Company and that my employment is subject to these being satisfactory to the Company.

I understand that the information provided on this application form is to be processed in taking my application for employment with Little Chef further. I confirm my consent for the Company to keep and process my personal information/data for these purposes and in particular, and to process this data under the Data Protection Act 1998.

Signed:

Date:

## Equal Opportunities

We are committed to an equal opportunities policy. All applications will be given equal consideration and we will assess applicants without regard to disability, race, colour, religion, nationality, ethnic origin, sex or marital status.

Applicants are requested to provide the information requested below to enable us to monitor our equal opportunities policy. This information is used for no other purpose and will be treated as confidential.

Please indicate to which of the following groups you think most accurately describes you.

Black - African

Black – Afro-  
Caribbean

Black - Other

Asian - Chinese

Asian - Indian

Asian – East  
African

Asian - Bangladeshi

Asian - Pakistani

White / European

Do you consider yourself to have a  
disability?

Yes

No

If yes, how would you describe  
your disability? \_\_\_\_\_

**Thank you for taking the time to complete this application form. Your application will be given due consideration against the established criteria and for the role, which you have applied.**