

The Hot Bread Shop

APPLICATION FOR THE POST OF Bakery Assistant

PERSONAL DETAILS

SURNAME:

FIRST NAMES:

ADDRESS:

.....

TELEPHONE NUMBER:

MOBILE NUMBER: N.I. No.:

EMAIL ADDRESS:

PREVIOUS EMPLOYMENT – Please detail current and previous job history giving an explanation for any gaps in employment

NAME & ADDRESS OF EMPLOYER (most recent first)	FROM	TO	JOB TITLE / MAIN RESPONSIBILITIES	REASON FOR LEAVING

EDUCATION/TRAINING			
SCHOOL/COLLEGE	FROM	TO	QUALIFICATIONS

DO YOU HAVE ANY RELEVANT SKILLS OR EXPERIENCE? - In support of your application, please detail any relevant skills, qualifications, personal qualities which you believe are relevant to the position you are applying for

You may also attach a covering letter or CV to the application.

AVAILABILITY – Although the role is set hours, there may be a need to cover holidays/sickness/busy periods when required. Please indicate which days you are available to work

Day	From	To	*Delete where appropriate
Monday	04:00	18:00	Yes / No*
Tuesday	04:00	18:00	Yes / No*
Wednesday	04:00	18:00	Yes / No*
Thursday	04:00	18:00	Yes / No*
Friday	04:00	18:00	Yes / No*
Saturday	04:00	18:00	Yes / No*
Sunday	06:00	18:00	Yes / No*

WHAT ARE YOUR PRESENT COMMITMENTS? E.G. FAMILY, VOLUNTARY WORK ETC

CRIMINAL RECORD
 REHABILITATION OF OFFENDERS ACT 1974 - You are not required to disclose convictions that are “spent”. Please note that “unspent” cautions or convictions will not necessarily disqualify you from the post.

Do you have any cautions or convictions? YES / NO
 Please list below details of any unspent cautions or convictions against you giving date, type of offence, sentence/fine imposed etc.

SIGNATURE: (THIS MUST BE SIGNED IN ALL CASES)

WHEN ARE YOU AVAILABLE TO START WORK ? Please note we are not looking to start anyone until mid January 2019 in any case

PLEASE ADD ANY INFORMATION THAT YOU FEEL MAY HELP YOUR APPLICATION

ADDITIONAL QUESTIONS

Are you related to any member of current staff of The Hot Bread Shop? Yes / No

Are you in a good state of health that you feel confident you could carry out the duties for this role well? Yes / No

If offered this position do you intend to work in any other capacity (paid or unpaid)? Yes / No

REFERENCES

References will **only** be requested upon offer of employment. If you are in employment, one reference must be of that organisation.

NAME :	NAME :
POSITION/JOB TITLE:	POSITION/JOB TITLE:
ADDRESS :	ADDRESS :
TELEPHONE NUMBER:	TELEPHONE NUMBER:
RELATIONSHIP TO YOU :	RELATIONSHIP TO YOU :

DECLARATION

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information or failure to disclose medical or any other relevant information will disqualify me from appointment or, if appointed, may result in my dismissal.

I understand that any appointment or offer of appointment is conditional upon the receipt of satisfactory references.

SIGNATURE: **DATE:**

PLEASE RETURN THIS FORM
(AND SUPPORTING DOCUMENTS
(COVERING LETTER / CV)
IF YOU WISH) TO:

Mr. Paul Francis
THE HOT BREAD SHOP
420 Chepstow Road
Newport
NP19 8JH
Or email to pf@beechwoodbuffets.co.uk