

Grind n' Bake

Coffee Shop & Bakery

APPLICATION FORM

Position Applied For:
Full Time / Part Time:

ABOUT YOU			
Title:		How did you hear about this vacancy?	
Surname:			
Forename(s):			
Address:		Do you require a work permit to work in the UK?	Yes / No
Postcode:		Do you have a work permit?	Yes / No
Telephone (Home):		If yes the please enter the expiry date?	/ /
Telephone (Mobile):		Are there any restrictions on you working in the UK?	
Date of Birth:		Do you smoke?	Yes / No
NI Number:			
Have you any court, conviction, outstanding summons or prosecutions (except spent convictions under the Rehabilitation of Offenders Act 1974). If yes, please give details.			

OTHER COURSES TAKEN (Relevant to your application)			
From	To	Course Provider	Title/Subject

YOUR WORK EXPERIENCE				
From	To	Employer's Name & Address	Position Held	Reason for Leaving
Have you ever been dismissed from any previous employment, If yes please give details.				

YOUR EDUCATION			
From	To	Name and Address of School/College	Examinations Passed (including Grades)

FURTHER/HIGHER EDUCATION			
From	To	Name and Address of College/ University	Examinations Passed (including Grades)

YOUR QUALIFICATIONS & SKILLS			
General Skills (Please Circle)		Management Skills (Please Circle)	
Food Handling	Retailing	Supervising Others	Displays/Merchandising
Food Hygiene	Cleaning	Recruitment	EPOS Till Use
Cash Handling	Displays/Merchandising	Training Others	Resolving Till Issues
Customer Care	Baking/Cooking	Ordering Good	Stock Management
Operating Tills	Food Preparation	Banking Procedures	
Selling	Espresso Machine Use	Team Rotas	
Please give any additional skills, qualifications that you think is relevant to support your application.			
Please state here THREE reasons why you think you would be suitable for this position.			
1.			
2.			
3.			

YOUR HEALTH	
Are you registered disabled?	
If yes, please quote your Registration Number and Certificate Expiry Date.	
Do you have any illness/disability which causes you to take time off work on a regular basis?	
If yes, please give details.	
How many days sick have you had in the last 12 Months?	
WHAT INTERESTS YOU?	
Please outline your hobbies and interests:	

YOUR AVAILABILITY (Please Tick)							
Working Pattern	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Anytime							
Morning Only							
Afternoon Only							
Term Time Only							

How many hours do you want to work a week?	
Are you prepared to work overtime if required?	
When would you be available to start?	
What is your current notice period?	
What hourly rate are you expecting?	
Do you have any holidays booked this year? <i>(If yes please give dates.)</i>	

Have you worked previously at Grind n' Bake	
Do you have any relatives/ friends who currently work at Grind n' Bake ?	
Do you have any other jobs? <i>(If yes please give dates.)</i>	
How many hours a week do you work for this employer?	
Will you continue with this job if offered employment at Grind n' Bake ?	
Do you hold a current UK driving license?	
Do you own a vehicle?	
How will you travel to work?	

REFERENCES		
Please give name, occupation, address and daytime telephone number of a previous employer plus one or two personal referees. Your present employer will not be approached without your consent.		
Previous Employer	Personal Referee	Personal Referee

DECLARATION			
The information given by me on this form is true in every detail. The company reserves the right to withdraw the offer of employment or terminate employment if already commenced if any information is deemed inaccurate or misleading in any way.			
Signed:		Date:	

Please return the completed form to: **Grind n' Bake**, 18 Sandgate Road, Folkestone, Kent, CT20 1DP.

We will contact you for an interview should your application be successful.

Thank you for showing interest in **Grind n' Bake**. "We are an equal opportunities employer".