

Job Application Form for the Oven Restaurant

Please complete this form if you do not have a CV to provide.

Post applying for

Job title _____

Personal details (please print clearly)

Title _____
Forenames _____
Address _____

Postcode _____

Surname _____
Telephone (home) _____
Telephone (mobile) _____
Date of Birth _____

Present or most recent employment

Employer's name _____

Job Title _____

Address _____

Postcode _____
Telephone _____

Date started in post _____
Notice required _____
Date left if no longer employed _____
Reason for leaving _____

Briefly describe your main duties and responsibilities in the above job.

Past employment

Please give details of all your previous work experience, putting the most recent first. Include any voluntary or unpaid work. Continue on a separate sheet if necessary.

Employer's name and address	Dates employed from/to month/year	Job held and brief outline of duties	Reason(s) for leaving

Training

Course title or area of training relevant to this post	Date

Work permit

Do you require a work permit? Yes

No

References

Please give the names and addresses of two referees (not friends or relatives) including telephone numbers. You should ensure that personal references are not used. Where you have been unemployed or not working for a period of time it is helpful if references can be given from voluntary work/school groups or committees.

Referee

This should be your current or most recent line manager

Name _____

Referee's job title _____

Address _____

Postcode _____

Telephone _____

Contact before interview? Yes No

Referee

This should be a previous employer

Name _____

Referee's job title _____

Address _____

Postcode _____

Telephone _____

Contact before interview? Yes No

Declaration

In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates the Application Form will be destroyed after six months.

I hereby declare that to the best of my knowledge, all the information given by me is correct, and that I possess all the qualifications I have listed on this form.

I understand that any false statements could result in my dismissal if appointed. I confirm that I am legally eligible to work in the United Kingdom.

Signature _____

Date _____