

EMPLOYMENT APPLICATION FORM



Post applied for	Chef	Closing Date
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Surname		
First Name		
Address		
National Insurance No:		
Daytime Tel No :	Mobile No:	
Evening Tel No :	E-mail address:	

Do you have a full driving licence?	
Do you have any endorsements or points on your licence?	Please provide details if any:
Do you have use of a car?	
Are you able to obtain business insurance that will cover your work?	
Describe any reasonable adjustments you may need us take make to ensure you can access an interview with us? (The Equality Act 2010)	
Have you ever been subject to a disciplinary hearing or employment tribunal or raised an action?	Please provide details if any:
Do you have a work permit to work in the UK?	

PVG



This post is exempted and therefore subject to a PVG Scheme Record Disclosure from the Scottish Criminals Records office in line with the Rehabilitation of Offenders Act 1974(Exceptions) Order 1975. Some convictions would prohibit employment in this post since KKs provides services to vulnerable people.

Is there anything this disclosure will reveal?
Please provide details if any:

YOUR EDUCATION AND QUALIFICATIONS

Secondary schools attended	Start Date	End Date	Examinations	
			Subject	Grade

University/College attended	Start Date	End Date	Subject Studied	Qualification

Other Qualifications/ Skills (e.g. computer skills SVQ) and Training	Certificate or Qualification details:	Date:

EMPLOYMENT HISTORY PRESENT POST

Post Title	
Name of employer/organisation	
Date Employment began	
Brief description of duties	
Notice required	

EMPLOYMENT HISTORY PREVIOUS POSTS

Please include details of your past employment here, working backwards from the most recent. Continue on a separate sheet if necessary.

Previous Employer :	
Address:	
Type of Business	
Start Date	
Leaving Date	
Job Title	
Duties/Responsibilities	
Reason for Leaving	

Previous Employer :	
Address:	
Type of Business	
Start Date	



Leaving Date	
Job Title	
Duties/Responsibilities	
Reason for Leaving	

SUPPORT INFORMATION

Use this space to explain why you are interested in the post and why you think you are suitable. Please provide examples of your experience that is relevant to this post.

REFEREES



Please give the names of two referees; at least one should be your current or most recent employer and by you line manager who is familiar with your work performance, the other can be personal referee (please state whether your 2nd referee is an employment or personal reference). References will only be taken up if you are seriously being considered for appointment following interview.

1 st Employment Referee	
Name	
Occupation	
Address	
Tel Nos	

2nd Employment Referee or Personal Referee (please ring round which)	
Name	
Occupation	
Address	
Tel Nos	

DECLARATION

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Name (PRINT):	
Signed:	
Date:	

PLEASE RETURN COMPLETED FORM BY POST TO:

The Manager, Kate's Kitchen, The Old Bank, 52 High Street, Annan, DG12 6AN
or email helenm@kateskitchen.org