

# Connect

01491 826000

Contract Catering Management Services



# APPLICATION FORM



**Name:** \_\_\_\_\_

**Position Applied For:** \_\_\_\_\_

**Based At:** \_\_\_\_\_

**Please return completed application form to:**  
Connect Catering Ltd  
4-5 Hithercroft Court, Lupton Road  
Wallingford OX10 9BT



# SITE MANAGER TO COMPLETE

## Application Form Assessment:

Application Form Received on: \_\_\_\_\_

Action: Regret Letter/ Interview

If a regret letter is needed please send to The Personnel Department at Head Office

Interview with: \_\_\_\_\_

Time: \_\_\_\_\_

Date: \_\_\_\_\_

## Interview Assessment:

For help with interviewing skill – look at Section 2 in the Red File

- Invite for trial day due to:
- Strong skill level demonstrated
  - Strong knowledge of job requirements demonstrated
- Regret letter requested due to:
- Lack of skill
  - Lack of knowledge
  - No show at interview

Any Other Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If a regret letter is needed please send all the information to The Personnel Department at Head Office

## Trial Day Assessment:

Trial Day Set For: \_\_\_\_\_

For trial day assessment forms visit the Connect Intranet. Form F36 for FSAs and Form F37 for Chefs

Hygiene Certificate Seen: YES / NO      Level: \_\_\_\_\_

What date was the course completed: \_\_\_\_\_  
(Take a copy of the certificate and send to HO) \_\_\_\_\_

For a job offer, please send a completed application form, a PPI, the correct identification (such as passport or full birth certificate) and if necessary a copy of a visa proving right to work in the UK.

All application forms must not be photocopied, kept in a secure place before being sent to The Personnel Department at Head Office, for processing.

## PERSONAL DETAILS

**Surname:** \_\_\_\_\_ **Title:** MR/MRS/MISS/MS

**First Names:** \_\_\_\_\_ **NI Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Post Code:** \_\_\_\_\_ **Tel No:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Nationality:** \_\_\_\_\_

**Your Height:** \_\_\_\_\_ **Uniform Size:** \_\_\_\_\_

**How did you learn about this vacancy?** \_\_\_\_\_

Have you applied to or worked for Connect Catering in the past? Yes  No

If so, please give details including date(s), position(s) and site name(s): \_\_\_\_\_

**I HAVE ENCLOSED A COPY OF THE OUTSIDE FRONT COVER AND PHOTO PAGE OF MY PASSPORT  OR A LONG VERSION OF MY BIRTH CERTIFICATE (which shows mothers and fathers names) and an official letter showing my name and NI number**

Do you need a work permit to work in the UK? Yes  No

If yes, enclose a copy of the visa page of your passport or both sides of the separate biometric residence card

**PLEASE BE AWARE THAT SHOULD YOU BE EMPLOYED ON OUR RELIEF TEAM OR WORKING WITH VULNERABLE ADULTS OR CHILDREN, YOU WILL NEED TO UNDERGO AN ENHANCED DBS CHECK.**

## EDUCATIONAL DETAILS

Please provide details of your education from secondary level:

Dates	Relevant Qualifications inc. Catering Training	Course taken and exam results

## EMPLOYMENT DETAILS

Name/Address of Employer	Date Started	Job Title and Main Responsibilities	Date Left	Reason for Leaving
(most recent)				

## OTHER INFORMATION

Do you hold a current hygiene certificate? YES  NO

Would you welcome the opportunity to train? YES  NO

Do you hold a current, clean driving licence? YES  NO

Do you have your own transport? YES  NO

Please state your present salary: \_\_\_\_\_

How many weeks' notice must you give your present employer? \_\_\_\_\_ Week(s)

What is the earliest date that you would be free to start work? \_\_\_\_\_

Do you have any holidays booked? (please provide dates) \_\_\_\_\_

## PLEASE OUTLINE YOUR HOBBIES AND INTERESTS

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## REFERENCES

Please give the full name, address and occupation of two people who will give a reference. Ensure you provide full contact details, as references are always requested. Connect would prefer previous employers to contact, however if this is not possible give a teacher, club supervisor etc. for a character reference.

<b>Name &amp; Occupation</b>	<b>Contact Telephone Number &amp; Email Address</b>	<b>Company Name (if applicable) &amp; Full Address Including Postcode</b>

## ANY OTHER RELEVANT INFORMATION YOU WOULD LIKE US TO CONSIDER?

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**I CONFIRM THE ABOVE DETAILS ARE TRUE AND CORRECT:**

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Please return completed application form to:

**CONNECT CATERING LIMITED  
4-5 HITHERCROFT COURT  
LUPTON ROAD  
WALLINGFORD  
OXFORDSHIRE OX10 9BT**

## UNSPENT CONVICTIONS

This form to be used **ONLY** for employment of staff who will be working in any establishment which provides a service to young persons (up to the age of 16) or vulnerable adults.

Types of Establishment:

Schools  
Leisure Centres  
Hospitals  
Homes for the elderly

**If you are not working at any of the above you don't have to complete this form.**

Under the Rehabilitations Act 1974 if you have a conviction which is current or a spent conviction you must declare it if you are applying for employment in the type of establishment shown above.

Declaration of any convictions will not automatically prevent you from working for the Company.

Please complete the appropriate Section A or B.

### SECTION A

I declare the following convictions:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

### SECTION B

I declare that I have no convictions. I understand that the giving of false information contravenes the Rehabilitation of Offenders Act 1974:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

### **Action by Manager – Don't forget**

Application forms must not be photocopied, kept in a secure place before being sent to The Personnel Department at Head Office, for processing.

# EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE

## Action by Manager

Please detach this sheet and send directly to The Personnel Department at Head Office before the selection procedure is carried out.

Applicant's Name: \_\_\_\_\_

Site: \_\_\_\_\_

We are an equal opportunities employer and the questions in this section are designed to ensure that we do not discriminate against any applicant and our policy of equal opportunities is implemented.

### **For Monitoring Purposes Only**

Your Date of Birth: \_\_\_\_\_

What is your Ethnic Origin?

White British		Black African		Asian			
White European		Black Other		Other			
White Other		Indian		What is your sex?			
Black Caribbean		Pakistani		M	<input type="checkbox"/>	F	<input type="checkbox"/>

## **Don't forget - Hygiene and Safety Rules**

Below are guidelines for your health & safety and the health & safety of others (this list is not all-inclusive)

1. Smoking in the kitchen area, stores or office is not permitted.
2. Hands must be kept thoroughly clean and personal hygiene must be of a high standard.
3. The uniform provided must be worn whilst on duty and must always be clean and smart. Uniform must not be worn to travel to and from work.
4. Outdoor clothing must not be worn in the kitchen.
5. Hair should be kept neatly covered, either by the uniform hat or uniform scarf and hairnet.
6. Shoes must have a low heel to minimise chances of falls and must cover the foot to offer protection.
7. Jewellery must be kept to a minimum as it harbours bacteria and it is also a safety hazard.
8. Food handlers may not work when suffering from stomach infection, infectious diseases, diarrhoea, vomiting or septic cuts/boils. If you are in any doubt, contact your Manager or Operations Manager immediately. **Should you have vomiting or diarrhoea or suspect that you have food poisoning, it is a legal obligation that you report this to your manager. You must also not attend work until you are free from symptoms for a minimum of 48 hours.**
9. Machines should only be used in a safe way and you should not use a machine unless you have received suitable training in its use.
10. Knives must be used in a correct and safe manner.

**Everyone shares responsibility for safety – it is important that you draw attention to any potential hazard.**

# DBS APPLICANT IDENTIFICATION INFORMATION

The number of documents required will depend on which route is being followed. When enough documents have been selected, the system will notify you. Original documents must be produced for the identity check. At least one document must verify the applicant's current address and one document must display the applicant's date of birth. **Select one document from each of the three sections: Categories 1, 2a and 2b.**

## Document Category 1:

- A current valid passport (any Nationality)
- Biometric Residence Permit (UK)
- A driving licence (UK) (full or provisional) England /Wales /Scotland /Northern Ireland /Isle of Man, both parts of your driving licence - the photocard and the paper counterpart
- An original BRITISH birth certificate (UK – issued within 12 months of the date of birth) Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (**Photocopies are not acceptable**)

## Document Category 2a – Trusted Government/State Issued Documents

- A reissued BRITISH birth certificate (older than 12 months from date of birth) by the General Register Office/relevant authority i.e. Registrars (**Photocopies are not acceptable**)
- Marriage/civil partnership certificate (UK and Channel Islands)
- A current Driving Licence – old style paper version
- A current Non-UK Photo Driving Licence (valid for up to 12 months from the date the applicant entered the UK)
- Adoption Certificate (UK and Channel Islands)
- A Fire Arms Licence (UK and Channel Islands)

## Document Category 2b – Financial/Social History Documents

- Bank/Building Society Account Opening Confirmation Letter (UK)
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid for applicants residing outside the UK at time of application)
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from Head Teacher or College Principal (16-17 year olds in F/T education – only used in exceptional circumstances when all other documents have been exhausted)

### The following documents must have been issued within the past 12 months:

- P45 certificate statement (UK and Channel Islands)
- Council Tax statement (UK and Channel Islands)
- Mortgage statement (UK or EEA) (Non-EEA statements must not be accepted)
- British Work Permit/VISA (UK) (UK Resident Permit) (valid up to expiry date)
- P60 certificate statement (UK and Channel Islands)
- Financial statement e.g. pension, endowment, ISA - UK

### The following documents that must be less than 3 months old

- Bank/Building Society statement (UK, Channel Islands or EEA) (Non-EEA statements must not be accepted)
- Credit Card statement (UK or EEA) (Non-EEA statements must not be accepted)

### Correspondence documents from

- Benefits agency (e.g. Child Allowance, Pension)
- A document from Central/Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands) – e.g. from the Department for Work and Pensions, the employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security

### Utility Bills

- Electricity Bill/Statement
- Gas Bill/Statement
- Water Bill/Statement
- Telephone Bill/Statement (**Not Mobile Telephones**)

### Other information needed:

**Full 5 year Address History:** This must include the month and year the applicant has moved in and the same information for when they have moved out from any property (including the month/year they moved in to the first property). A full postal address with a complete postcode for each address is required with no gaps.

**Name Change History:** If the applicant has changed their name then their previous and present names (in full) must be given with the date (month and year) of any changes – again there must be no gaps.