

# CHEFS CONNECTION Job Application Form

**Position applied for:**

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**Return completed form to:**

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## Personal details

<b>Forenames :</b>	<b>Title ( Mr / Mrs / Ms):</b>
<b>Surname:</b>	<b>Day time telephone number:</b>
<b>Current address:</b>	<b>Date of Birth:</b>
	<b>Mobile telephone number:</b>

## Employment history

<b>Present or most recent employer:</b>	<b>Date started:</b>
<b>Job Title:</b>	<b>Current salary:</b>
<b>Benefits in addition to salary (e.g. contribution to pension scheme):</b>	

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<b>Major duties and responsibilities in present or most recent job:</b>
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<b>Previous posts (please start with the most recent and continue on a separate sheet, if necessary):</b>
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Employer and job title:	Major duties and responsibilities:	Dates (from-to):	Salary:

## Education/training

Secondary education:	Dates attended:	Qualifications/grade:
Further/higher education:	Dates attended:	Qualifications /grade:
Other relevant training, professional qualifications or work related skills (for example languages, shorthand, etc) with dates:		
Are you undertaking any course of study at present? (if so, please give details)		

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<b>Do you have membership of any professional bodies? (if so, please give details, including any offices held)</b>
It is our policy to verify the qualifications of successful applicants so you may be asked later in the recruitment process for your consent to checks being carried out.

## Supporting information

Please give any details you feel are relevant in support of your application, including why you are interested in this post. Use additional sheets if necessary.
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<b>Other details</b>
<u>What is the notice required in your present post?</u>
<u>Are you a British subject or a national of any EU country?</u>

If not, do you have the right to work in the UK and a current work permit?

If so, please state the expiry date of your right to work in the UK and/or your work permit.		
Do you have a full driving licence?	Yes	No
Do you have any current endorsements?	Yes	No
Do you have use of a car?	Yes	No
Where did you see the advertisement for the post?		

## Disabilities

### Do you have a disability?

If 'yes', please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs and thus meet our obligations under the Disability Discrimination Act.

## Convictions

Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

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## References

Please give the details of two referees, stating how long you have known them. (One should be your current or most recent employer.) References for shortlisted candidates will be taken up before interview unless you request otherwise.

<b>1. Name:</b>	<b>2 Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone number:</b>	<b>Telephone number:</b>
<b>Occupation:</b>	<b>Occupation:</b>
<b>Time known:</b>	<b>Time known:</b>
<b>May this reference be taken up before interview?</b>	<b>May this reference be taken up before interview?</b>
YES/NO	YES/NO

**Data protection**

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request the right of access to personal data held about them.

I hereby give my consent to Chefs Connection processing the data supplied in this application form for the purpose of recruitment and selection.

**Declaration**

I declare that the information given in this application is to the best of my knowledge complete and correct.

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Any false, incomplete or misleading statements may lead to dismissal.