

MANAGED HOUSE STAFF APPLICATION



Please indicate position applied for:

Management
 Trainee Management
 Relief Management
 Chef

How did you hear about this vacancy:

Ref:

1 PERSONAL DETAILS:- FIRST APPLICANT

| | | |
|----------------------|----------------------|----------------------|
| Surname | Forename(s) | Date of Birth |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | |
|----------------------|------------------------|----------------------|
| Title | National Insurance No. | E-mail |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | |
|----------------------|-------------------------------|
| Address | Telephone Numbers |
| <input type="text"/> | Home: <input type="text"/> |
| <input type="text"/> | Daytime: <input type="text"/> |
| <input type="text"/> | Mobile: <input type="text"/> |

Do you require a Work Permit to be employed in the UK? YES NO

If you are invited to an interview with the company, you will be required to produce a Qualifying Document as required by the Asylum and Immigration Act 1996, (please see note 1 of the Preface Notes). Please indicate which document you will be able to show us when requested:

(Please remember it must be the original document. Do NOT enclose it with your application.)

2 EDUCATION DETAILS: (please see note 2 of the Preface Notes regarding evidence of qualifications)

Last School Attended:

| Name of School | Date Attended | Examination Results | |
|----------------------|----------------------|----------------------|----------------------|
| | | Subject | Grade |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Further Education:

| Name of University or College | Date Attended | Subjects(s) Studied | Qualification Awarded & Grade |
|-------------------------------|----------------------|----------------------|-------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Professional Qualifications: (i.e. NCL; BII) if you are a member of any professional organisations, please provide details below:

| Name of Issuing Body | Date Attended | Details of Qualifications |
|----------------------|----------------------|---------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Vocational Training: including details of any GNVQ, NVQ, Catering qualifications gained:

| |
|----------------------|
| <input type="text"/> |
|----------------------|

Education Details: (continued)

Any Training Courses completed in connection with your employment:

| Name of Course | Training Provider | Duration | Certificate Awarded |
|----------------|-------------------|----------|---------------------|
| | | | |

Computer packages: Please indicate your level of ability (Exc; Good; Fair) in each package

| |
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| |
|--|

Language Skills: Please indicate your level of fluency in speaking, reading and writing (Exc; Good; Fair):

| |
|--|
| |
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3 PRESENT OR MOST RECENT EMPLOYMENT:

| Job Title | Name & Address of Employer | Dates of Employment |
|--|----------------------------|---------------------|
| | | From: To: |
| Position Reports to (Job Title) | | Notice Period |
| Please give a brief description of the main responsibilities & duties of the position: | | |
| Reason for leaving: | | Salary: |

4 PREVIOUS EMPLOYMENT: (most recent first)

| Job Title | Name & Address of Employer | Dates of Employment |
|--|----------------------------|---------------------|
| | | From: To: |
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| Please give a brief description of the main responsibilities & duties of the position: | | |
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Job Title

Name & Address of Employer

Dates of Employment

| | | |
|---------------------------------|--|---------------|
| | | From: |
| Position Reports to (Job Title) | | To: |
| | | Notice Period |

Please give a brief description of the main responsibilities & duties of the position:

Reason for leaving:

Salary:

Please give similar details for earlier employment and record on a separate piece of paper

5 ADDITIONAL INFORMATION:

Have you ever been convicted of a Criminal Offence, including any Drink Driving offences? (Declaration subject to the Rehabilitation of Offenders Act)

Have you ever been made bankrupt or had an order served against you?

Details of any licences held, together with the relevant dates:

How many days have you taken off work, due to sickness, in the past two years?

No of Days:

If you are successful in your application to join the company, you will be required to complete a medical questionnaire and you may be required to attend a medical examination with the Company Doctor, and will be required to advise us of the name of your Medical Practitioner.

Why would you like to work for Shepherd Neame:

Describe your personality:

Describe your leadership style:

Why do you believe it is successful:

How do you ensure your customer needs are met:

Give an example of how you have dealt with & resolved guest dissatisfaction:

Give an example of how you have contributed to the sales growth in a business:

What do you consider to be your main achievements in your career or life in general:

6 INTERESTS & LEISURE ACTIVITIES: *(Please see Note 3 of the Preface Notes)*

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7 REFERENCES:

References suitable to the Company will be required before employment is confirmed.
Please give details below of two most recent employment references.

*If you have not been previously employed, please give details below of two persons to whom the Company can apply for a reference.
(Suitable persons may be a schoolteacher or college tutor)*

Note: References will not be taken up without your prior agreement.

Name: _____

Name: _____

Job Title: _____

Job Title: _____

Company: _____

Company: _____

Address: _____

Address: _____

_____ Post Code: _____

_____ Post Code: _____

If you are applying as a single applicant please proceed to Section 15

8 PERSONAL DETAILS:- SECOND APPLICANT

| Surname | Forename(s) | Date of Birth |
|---------|-------------|---------------|
| | | |

| Title | National Insurance No. | E-mail |
|-------|------------------------|--------|
| | | |

| Address | Telephone Numbers |
|---------|-------------------|
| | Home: _____ |
| | Daytime: _____ |
| | Mobile: _____ |

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| | | | |

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| Name of Course | Training Provider | Duration | Certificate Awarded |
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| | | Notice Period |
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| Reason for leaving: | | Salary: |

11 PREVIOUS EMPLOYMENT: *(most recent first)*

| Job Title | Name & Address of Employer | Dates of Employment |
|--|----------------------------|---------------------|
| | | From: |
| Position Reports to (Job Title) | | To: |
| | | Notice Period |
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| Job Title | Name & Address of Employer | Dates of Employment |
|--|----------------------------|---------------------|
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No of Days:

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Give an example of how you have contributed to the sales growth in a business:

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Note: References will not be taken up without your prior agreement.

Name: _____
Job Title: _____
Company: _____
Address: _____
_____ Post Code: _____

Name: _____
Job Title: _____
Company: _____
Address: _____
_____ Post Code: _____

15 GENERAL INFORMATION:

Please state your salary expectation:

Do you have £750 for a security deposit? YES NO

Your ideal pub is:

| | | | |
|-------|-------|-------|---------|
| City | Rural | Town | Village |
| _____ | _____ | _____ | _____ |

| | | | |
|---------------------|----------|-----------|-------------|
| Young Persons Venue | Catering | Community | Destination |
| _____ | _____ | _____ | _____ |

Minimum number of bedrooms required:

Your ideal geographical location is:

| | | | | |
|--------|------|-------|--------|--------|
| London | Kent | Essex | Sussex | Surrey |
|--------|------|-------|--------|--------|

Would you consider being available for relief work? YES NO

Does one of the applicants own a car and current driving licence? YES NO

16 DATA PROTECTION ACT 1998:

Information provided by you on this application form may be copied for use during the recruitment procedure. If you are a successful candidate this form will be included in your personal records. Should your application be unsuccessful on this occasion, your details will be kept for a minimum of three months but may be kept on file indefinitely for future suitable vacancies. If you do not wish your details to be retained please tick here:

17 DECLARATION:

I certify that the information I have given on this form is true and complete to the best of my knowledge. I understand that any false statement, or information, may be sufficient to cause rejection of my application or if already employed, dismissal.

First Applicant: _____ Second Applicant: _____

Signature: _____ Date: _____ Signature: _____ Date: _____



Please return completed application forms to:

Tied Trade Recruitment, Shepherd Neame Limited
17 Court Street, Faversham, Kent ME13 7AX
Tel No: 01795 542132

FOR COMPANY USE ONLY:

| | Date: | Initials: |
|---|-------|-----------|
| Acknowledgement of application sent: | | |
| Invited for interview No Unsuccessful letter sent: Yes Invite for interview sent: | | |
| Invited for 2nd interview No Unsuccessful letter sent: Yes Invite for interview sent: | | |
| Invited for 3rd interview No Unsuccessful letter sent: Yes Invite for interview sent: | | |
| Original documents relating to Work Permit seen and copied: | | |
| Evidence of qualifications seen: | | |
| Unsuccessful letter sent: | | |
| Offer letter sent: | | |
| Acceptance of contract received: | | |
| Employment start date: | | |
| Reference 1 applied for: | | |
| Reference 2 applied for: | | |
| Reference 1 received: | | |
| Reference 2 received: | | |