Reference Number: 2024BKA/05

Logo

Description automatically generated with medium confidence

# APPLICATION FOR EMPLOYMENT

**Return by email to:** [**hr.talent@nwmm.co.uk**](mailto:hr.talent@nwmm.co.uk)

**JOB TITLE: Kitchen Assistant (Bank Hours Only)**

#### CLOSING DATE: Friday 31st May 2024 @ 5pm

**Please indicate which role/s you wish to be considered for:**

**Full-time Bank Both**

x

**PERSONAL DETAILS**

Title (Mr, Mrs, Miss, Ms, Dr):

Forename(s):

Surname:

Address:

Postcode:

Telephone:

Email:

**Please note that all correspondence to you in relation to this vacancy will be sent to the email address provided above.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |

National Insurance Number:

(Please  appropriate box)

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

Do you suffer from any serious illness or disability? Yes No

If yes, please give details;

Are there any reasonable adjustments that you require under DDA for attending interview and or taking up this post?

**EDUCATION – GCSE, A-Level, NVQ, Degree, Apprenticeship, or equivalent**

|  |  |  |  |
| --- | --- | --- | --- |
| Examining Body | Level/Subject of Exam | Grade Achieved | Date |
|  | | | |

**EMPLOYMENT HISTORY – PRESENT OR MOST RECENT POST**

Job Title:

Summary of main

Duties:

Employment Dates:

From To

Employer Name/

Address:

Reason for Leaving:

**EMPLOYMENT HISTORY – PREVIOUS POSITIONS**

Job Title:

Summary of main

Duties:

From To

Employment Dates:

Employer Name/

Address:

Reason for Leaving:

**EMPLOYMENT HISTORY – PREVIOUS POSITIONS**

Job Title:

Summary of main

Duties:

Employment Dates:

From To

Employer Name/

Address:

Reason for Leaving:

**EMPLOYMENT HISTORY – PREVIOUS POSITIONS**

Job Title:

Summary of main

Duties:

Employment Dates:

From To

Employer Name/

Address:

Reason for Leaving:

Continue on a separate sheet if necessary.

Please provide details of any absences from work in the last 2 years, the reasons and duration.

#### RELEVANT TRAINING

|  |  |
| --- | --- |
| Relevant Training Courses/Awards | Date |
|  |  |

**ESSENTIAL CRITERIA**

This information will be used by a selection panel to decide whether, or not you will be short listed for interview. Please state how you satisfy each of the essential criteria.

|  |
| --- |
| **(1)** A minimum of 1 years paid experience in a similar role. |

|  |
| --- |
| **(2)** Basic Food Hygiene Certificate |

**(3)** Awareness of health and safety within a kitchen environment

|  |
| --- |
| **(4)** Awareness of the needs of vulnerable adults |
| **(5)** Ability to work without close supervision and as part of a team |

|  |
| --- |
| **(6)** Do you have the ability and willingness to work bank hours that often includes covering weekdays and weekends?  Yes  No |

**DESIRABLE CRITERIA**

This information may be used by a selection panel to decide whether or not you will be short listed for interview. Please state how you satisfy each of the desirable criteria.

|  |
| --- |
| **(1)** English and Maths Grade C or above, or Essential Skills Level 2 Communication and Application of Number, or equivalent. |

|  |
| --- |
| **(2)** Demonstrate sensitivity to the needs of people who are homeless. |

**CRIMINAL CONVICTIONS**

|  |
| --- |
| Disclosure of a conviction does not necessarily debar any applicant from obtaining employment. Under The 1979 Rehabilitation Offenders (Exemption) Order (as amended) no convictions can be regarded as spent and must be disclosed. S**uccessful applicants will undergo an AccessNI Check before any appointment is confirmed.**  Do you have any convictions, cautions or bind-over orders in relation to any offence(s)?  Yes No  If yes, please provide full details of the offence(s): |

**REFEREES**

Please nominate two referees (not relatives) at least one of whom should have knowledge of your present or most recent work in a supervisory/managerial capacity.

|  |  |
| --- | --- |
| Name:  Occupation:  Address:  Postcode:  Telephone:  Email:  Capacity in which this person knows you: | Name:  Occupation:  Address:  Postcode:  Telephone:  Email:  Capacity in which this person knows you: |

**PERSONAL DECLARATION**

Please read this carefully before signing this application.

1. I declare that all the foregoing statements are true, complete and accurate.
2. I understand that if I give wrong information or leave out important information I could be dismissed if I take up this job.
3. I understand that to take up this job I must have satisfactory references.
4. I understand that I will be asked to provide formal identification and evidence of qualifications relied on.
5. I confirm that as far as I know there are no medical reasons which would prevent me from carrying out the duties of this post.
6. Within the context of the General Data Protection Regulations, I consent to my personal data being used for recruitment and selection purposes and being retained during employment if I am successful.

**Electronically Signed: Date:**

Return with the Equal Opportunities Monitoring Form by email to: [hr.talent@nwmm.co.uk](mailto:hr.talent@nwmm.co.uk)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_