



# the Charterhouse

## EMPLOYMENT APPLICATION FORM

Please refer to the job description and person specification before completing the application form. Please use a separate sheet of paper where necessary. As this form may be photocopied, please type or write using black ink and block capitals for names. You may also attach a CV if you wish to your application. CV will not be accepted without a completed application form. Please enclose a letter of application which outlines your relevant experience and reasons for applying for this role.

If you require assistance to complete this application form or need it in large print, please contact Debbie on 020 3817 4170.

**Post Applied for:** Barista Coffee House Assistant

How did you find out about this vacancy?	
What notice period are you required to give your current employer?	
Please state any dates that you would not be available for interview.	

Equality Act 2010. If you are selected for interview, will you need assistance in order to attend? Yes / No.  
If you answer yes, we will contact you by telephone to discuss your needs.

<b>Employment:</b>		
Current/ recent employer Name and address Salary / hourly rate	Duration of employment	Position held, nature of work and reason for leaving

Previous Employment Name and address Salary / hourly rate	Duration of employment	Position held, nature of work and reason for leaving



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<b>Criminal Convictions</b>	
Do you have any criminal convictions?	Yes / No
<p>If yes please give details on a separate sheet and attach it to this application form marked strictly confidential and with your name. This should exclude any spent convictions under Section 4 (2) of the Rehabilitation of Offenders Act 1974. If the post you have applied for is in the exemption category under the Rehabilitation of Offenders Act 1974 and / or is classified as a regulated or controlled activity under the Safeguarding Vulnerable Groups Act 2006, you will be required to provide information on any criminal conviction spent or unspent and, depending on this information, also be required to undergo a Criminal Records Bureau check.</p>	

<b>Referees</b>	
Please give the names and addresses of two referees (one of whom should be your present or most recent employer).	
Please note that references will not be requested until after an offer of employment has been made in writing.	
Name and job title of first referee:	Name and address of other referee:

Address:	Address:
Telephone:	Telephone:
Email:	Email:
How do you know this person?	How do you know this person?

In accordance with the Data Protection Act 1998, this form will be used in the recruitment process and may be disclosed to all those who need to see it. It will also form the basis for the confidential personnel record if you are selected. If you are unsuccessful this form will be destroyed after six months. Your signature on this form indicates your agreement for your data to be processed in accordance with the Act.

<b>Personal Details:</b>	
Surname and Title:	
Forename(s):	
Address:	
Postcode:	
Email address (if you have one):	
Daytime contact number: May we contact you at work?	Yes / No

Are you an EEA national?	Yes / No
If no, do you require a visa to work in the UK?	Yes / No
If yes, please state the type of visa you hold / need:	
<b>Please note you will be required to produce evidence of your eligibility if selected for interview.</b>	

<b>Declaration:</b>	
I confirm that the information on this form is, to the best of my knowledge, true and complete.	
I understand that any false statement, or withholding of relevant information, may result in withdrawing a job offer or termination of employment.	
Signature:	Date:

After completion, please return this form via email to Debbie at [Charterhousejobsec1@gmail.com](mailto:Charterhousejobsec1@gmail.com)