CHRIST CHURCH ABINGDON

**Application for: Café Supervisor**

**PERSONAL** (Please complete this section in block capitals using black/dark blue ink)

|  |  |
| --- | --- |
| LAST NAME (MR/MRS/MISS/OTHER) | FIRST NAME(S) |
| HOME ADDRESS  POSTCODE | TELEPHONE  Day:  Evening:  Mobile: |
|  |
| EMAIL |

Will you require any technical aid or special help if called to an interview? Yes/No.

If yes, please give details

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | School/College/University | Qualifications, Grades obtained |
|  |  |  |  |

Please continue on a separate sheet if necessary

OTHER TRAINING, PROFESSIONAL QUALIFICATIONS OR COURSES ATTENDED

(include any relevant training for catering, food safety, hospitality or business management)

|  |  |  |
| --- | --- | --- |
| From | To | Institution/Course Details |
|  |  |  |

**WORK EXPERIENCE** (including any paid employment, self-employment, part-time work, training placements or formal volunteering)

(In date order: most recent first. Please ensure all dates from leaving school are covered. If there are any gaps in work history please explain the reasons)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From | To | Employer’s name and address | Nature of employment. If not working, please give brief details | Salary | Reason for leaving |
|  |  |  |  |  |  |

Please continue on a separate sheet if necessary

|  |
| --- |
| Description of work activities and responsibilities in your most recent post |
|  |

Please continue on a separate sheet if necessary

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| --- |
| Please describe your suitability for the role of Café Supervisor, with reference to your own work experience (paid or unpaid). |
|  |

Please continue on a separate sheet if necessary

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| --- |
| Any other information that you feel is relevant to the application. |
|  |

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| --- |
| Interests, hobbies, leisure activities |
|  |

SUPPLEMENTARY INFORMATION

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| --- |
| Please indicate the number of days work lost through illness in the past two years |

|  |
| --- |
| **Have you ever been convicted or cautioned with respect to a criminal offence?**  Yes / No If yes, please give further details separately. |
| Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(e) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders 1974 (Exemptions) Order 1975. This means that you are not entitled to withhold information about convictions which for other purposes are ‘spent’ under provisions of the Act. In the event of employment, failure to disclose such convictions could lead to disciplinary action being taken. Any information will be treated in the strictest confidence and used solely in relation to this application. This position involves substantial access to children and young people and, therefore, a system of checking police records for possible criminal background will be implemented. |

REFEREES

Please provide three referees who have recent knowledge of you and who can comment upon your competence and experience in relation to this position. One of the referees should be a recent or current employer.

|  |  |  |
| --- | --- | --- |
| Name (including title) | Name (including title) | Name (including title) |
| Occupation | Occupation | Occupation |
| Address | Address | Address |
| Daytime telephone number | Daytime telephone number | Daytime telephone number |
| Email | Email | Email |
| May we take up your references now? Yes/No | | |
| \*If the answer is no, please explain why you do not wish us to take up the references at this point: | | |

**DECLARATION**

|  |
| --- |
| I confirm that to the best of my knowledge the information given on this form is true and correct, and can be treated as part of any subsequent contract of employment.  Signed: Date:  Note: applicants may be disqualified if it should be discovered that they have knowingly provided false information at any point. |

**Please return the application form and equal opportunities monitoring form** to Christine Talbot (Administrator), Christ Church, Northcourt Road, Abingdon, OX14 1PL [office@cca.uk.net](mailto:office@cca.uk.net) by 12 noon on Friday 4th May 2018.