



Application Form

The Team

As part of the Café Papillon team you will have a key role in providing the highest standard of customer service at all times. If you are enthusiastic, outgoing and passionate, then this is the role for you.

Please read our application form fully before printing and completing it.

About You

First Name: _____

Last Name: _____

National Insurance Number: _____

Address: _____

Postcode: _____

Email: _____

Phone: _____

Mobile: _____

Permanent Contact details (if different from above)

Address: _____

Phone: _____

⌘ Why do you want to work for Café Papillon?

⌘ Have you ever been convicted of a criminal offence or do you have pending court offences? (YES / NO)

If yes, please give details below.

⌘ Describe yourself in three words?

_____/_____/_____

⌘ What are you most passionate about?

Working Time Directive

⌘ For compliance of the Working Time Directive, we would appreciate it if you could indicate which age bracket you fall into:

Under 16, 16-17, 18+

Eligibility to work in the UK & Ireland.

⌘ You must bring the original documentation if invited to an interview as evidence of your entitlement to work in the UK. Failure to do so will invalidate your application. Please confirm which of the following you have;

- British Passport or UK birth certificate & letter.
- Passport showing right to live & work in the UK.
- Non-European passport with relevant work visa.
- Certificate of registration / naturalisation as a British Citizen.
- EEC passport or identity card plus required work registration letter.
- Any other document that supports your eligibility to work in the UK.

Hours of work

⌘ How many hours are you looking to work?

- 0-16 hours, 16-20 hours, 20-35 hours, 35+ hours

⌘ When are you available to work? (please tick)

(Morning: 7am-12am, Midday: 12pm-5pm, Evening 5pm - until finished)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Midday							
Evening							

⌘ How long would you like to work at Café Papillon?

- 3 months, 6 months, 1 year +, Other/Seasonal Work

⌘ How will you travel to work?

⌘ Do you have holidays booked? (If so please supply dates)

⌘ When can you commence work with us?

About Your Skills

⌘ What is your highest level qualification?

⌘ Give details of any other work experience or skills you feel are relevant to the role.

⌘ What are your hobbies and interests

References

Please give the name and addresses of your two most recent employers or independent referees who have known you well for more than two years.

⌘ ---- Reference One ----

Name: _____

Address: _____

Postcode: _____

Phone: _____

Email: _____

⌘ ---- Reference Two ----

Name: _____

Address: _____

Postcode: _____

Phone: _____

Email: _____

Declaration

I understand that due to the physical nature of the role any history of back or spinal complaints may affect my application and an occupational health assessment is part of our recruitment procedure.

I understand that due to taking customer payments, any criminal record may affect my application.

I confirm that the information given by me is correct to the best of my knowledge. I understand that the company reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information given by me is inaccurate or misleading in any way. Any job offer is conditional upon the receipt of two satisfactory references, medical reports and in certain cases, where appropriate, criminal records checks from the Disclosure and Barring Service (DBS).

Signature: _____

Date: _____

PLEASE FULLY COMPLETE AND SIGN THIS APPLICATION FORM AND EITHER DROP IT OFF AT OR POST IT TO THE ADDRESS BELOW.

Papillon Catering Ltd
T/A Cafe Papillon
54 Station Road West
Oxted
Surrey
RH8 9EU
United Kingdom (UK)

Final checks before sending.

Have you re-read your answers and are happy everything given is correct?
Have you signed and dated the application form?

Final checks before interview.

Have you checked you have the relevant documentation as evidence of your entitlement to work in the UK.