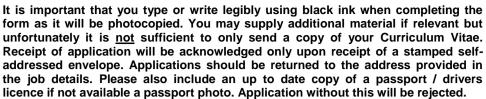
## **APPLICATION FORM**





Location applied for:	Red Café Higham Ferrers	Red Café Fish 'N' Chips Rushden *Ple	ease Circle One
Where did you first see the	e post advertised?	Date of Publication:	
PERSONAL DETAILS			
Surname:		Title (/Mr/Mrs/Miss/Ms):	
Forename(s):			
Home Address (including p	postcode):		
Tel no:		Mobile no:	
Work Address (including p	ostcode):		
Tel no:		Email (work):	
		Email (home):	
May we contact you by tele	ephone or email at work? (p	please indicate as appropriate)	
Period of notice in present	post:	Are you over 16 and under 65?: Yes	No 🗌
National Insurance no:		Work Permit Needed: Yes No No	
Are you in good health? Y	es No If not, please state	e the reason(s):	
How many days sickness	absence have you taken in the last	two years?	
Please give your present/la	ast annual salary and details of any	additional benefits/allowances:	
<del></del>			
Please note: salary details	of appointee may be verified.		

# **EDUCATION AND QUALIFICATIONS**

University/College	Subject	From (mth/yr)	To (mth/yr)	Results (Hons/Level attained)		
		(11101/91)	(IIIIII/yI)	(Hono, Level attained)		
Technical, professional, comn	nercial or relevant in-house training					
College/Institute	Type of training	From	То	Results		
College/Histitute	Type of training	(mth/yr)	(mth/yr)	ivesuits		
Membership of professional b	odies / Professional registration					
Membership of professional b	odies / Froiessional registration					
Secondary School	Examinations passed	From	То	Grades		
Secondary School	Examinations passed	(mth/yr)	(mth/yr)	Grades		
DEFEDENCES						
REFERENCES						
				our manager/supervisor at your current		
workplace). For recent gradua	ates your personal tutor could also be	appropriate. R	elatives ma	y not be given as referees.		
1.		2.				
Tel no:		Tel no:				
		Fax no:				
Email address:	nail address: Emai		nail address:			
		1	title of referee:			
Relationship to you:		Relationship t	o you:			
If you are shortlisted, reference	es may be taken up prior to interview.	. Please indica	te 🔲 if you	u do not wish us to contact your current		
employer prior to interview.						
CURRENT AND PREVIOUS APPOINTMENTS (please start with most recent)						

Please state below why you are interested in applying for the post and indicate how your skills, past achievements, qualifications, experience and personal qualities make you suited for this job and what contribution you would expect to make if appointed. (Please use additional sheets if necessary).
DATA PROTECTION STATEMENT
Access to this information will be restricted to a limited number of authorised Staff. The information may also be used for the purposes of compiling employee statistics and equal opportunities monitoring.
I give my consent to this information being processed and stored (by means of a computer database or otherwise) as described above, for the duration of my contract of employment and to fulfil the statutory, or recommended, retention periods when I am no longer an employee at Red Cafes Ltd.
I confirm that all the information given on this form is complete and correct by signing below.
Signature: Date:
Please note that failure to disclose relevant details or a deliberate attempt to falsify information may lead to dismissal.

# Red Cafes Ltd EQUAL OPPORTUNITIES IN EMPLOYMENT

#### **EQUAL OPPORTUNITIES STATEMENT**

Red Cafes Ltd is committed to promoting and developing equality of opportunity in all areas of its work. In order to achieve this aim, the company will seek to:

- ensure that prospective and current, job applicants and members of staff are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination on grounds of age, sex, disability, family circumstances, race, colour, nationality, citizenship, ethnic origin, social and economic status, religious belief, sexual orientation, marital status or other irrelevant distinction
- promote good relations between individuals from different groups
- · recognise and develop the diversity of skills and talent within both its current and potential staff.
- · foster a culture based on trust and mutual respect

Please indicate the option which most closely describes you.

- undertake a programme of action to make equality policies effective
- monitor progress towards achieving equality of opportunity on a regular basis
- communicate to staff, associates and others the promotion of equal opportunities and company procedures to sustain it

### **MONITORING**

To ensure that the company's equal opportunities policy is effective, detailed monitoring of applications will be carried out. This necessitates the collection of information regarding applicants' gender, marital status, age, ethnic origin, nationality and disability. This monitoring slip is detached prior to shortlisting and is not seen by staff involved in making shortlisting decisions. The contents of the slip are treated in strict confidence. The information provided will form a confidential statistical record/database which will be used for analysis of the company's Equal Opportunities policy.

**GENDER** I am: Female Male MARITAL STATUS Divorced With partner I am: Married Single Widowed Separated DATE OF BIRTH: NI NUMBER: Have you ever been convicted of a criminal offence, other than that of a spent conviction under the Rehabilitation of Offenders Act 1974? No Yes Having a current conviction will not necessarily bar you from employment with Red Cafes Ltd. This will depend on the nature of the work and the circumstance and background to the offence(s). If Yes, please give details:

**ETHNIC ORIGIN** The following ethnic categories meet the current recommendations of the Commission for Racial Equality: I am: White a: **British** Irish Other White background (please complete) b: Mixed White & Black Caribbean White & Black African White & Asian Other mixed background (please complete) Asian or Asian British c: Indian Pakistani Bangladeshi Other Asian background (please complete) d: **Black or Black British** Caribbean African Other Black background (please complete) Chinese or Chinese British or Other ethnic group e: Chinese Any other ethnic background (please complete) or, Information Refused **DISABILITY DISCRIMINATION ACT 1995** Red Cafes Ltd wishes to ensure that disabled people are not discriminated against, either directly or indirectly, both in recruitment/selection and in employment. If you are selected for interview and you consider yourself to be disabled, we may contact you to find out if there are any particular arrangements you may need for the interview. You are not obliged to answer the following question or to give details.

As defined by the act - a disability is "a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". Do you consider yourself to be disabled?

Yes

f appropriate, please describe any requirements which may be necessary for an interview:	