



cafe depeche

Application form for employment

Application Details:

Position Applied For: _____ Location _____

Are you looking for Permanent or Temporary Work? (Please Tick)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If temporary, what date are you available from and to? (Month/Year).

From: _____ To: _____

Cafe Depeche is usually open seven days a week, with staff working shifts between 0800 and 2100. Please note the days and hours you would be available and willing to work:

	Sun	Mon	Tues	Wed	Thur	Fri	Sat
From:							
To:							

Personal Details:

Surname: _____

Title: Mr./Mrs./Miss/Ms _____

Forename(s): _____

Nationality: _____

PPS: _____

Date of Birth: __/__/____ Age: _____

Home Address: _____

Daytime telephone number: _____



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Education, Training & Qualifications: specify month and year when detailing dates.		
Educational establishment	From: To:	Qualification(s) gained and grade obtained
Please detail any professional memberships:		Do you speak any foreign languages? If so, please detail which and the degree of fluency:
Please detail any additional training/qualifications relevant to your application:		

Employment History: please detail your employment history starting with your most recent/current employer and working backwards through your career. Specify month and year when completing dates:				
Employers name, address, telephone number:	Job title and responsibilities:	From: To:	Salary and key benefits:	Reason for leaving:
What notice period are you required to give your current employer? _____				

Note: References from previous employers will not be taken up unless a job offer is made and accepted. Should you be offered employment, this will be subject to café depeche receiving at least two references that are satisfactory to us. If you have had less than two previous employers please give details above of an academic/ personal referee stating their name, position, telephone number and relationship to you



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Competencies: The following section requires you to detail skills/ knowledge from your employment, education or personal life in areas that are critical to café depeche

Customer Service: What do you consider determines excellent customer service? Give a brief example of when you have demonstrated this skill?

Product Knowledge: What do you consider are your strengths in knowledge of the product café depeche sells? How do you gain/ build upon your knowledge?

Commercial Awareness: Explain who you see as café depeche key competitors, what do you think café depeche strengths and weaknesses are against each?

Initiative: Give an example of when you have promoted a new idea or changed a way of doing things in your current/ previous job?

Organisational Skills: Give an example of when you have worked under pressure on several tasks and yet maintained or exceeded the required standards and deadlines:

Drive: Briefly explain why you are applying to café depeche. How does this fit with your career aspirations?

Interests and Hobbies: Detail any relevant interests and hobbies you have that relate to any of the above competencies. This may include vocational work, interests and activities in your personal life etc.....



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Additional Information

Convictions: Do you have any criminal convictions

Health. Do you suffer from any Medical Conditions that café depeche should be aware of.

Absence. How many days absence from work have you had in the past 12 months

Holidays: Do you have any holidays booked?

Work Permit: Do you require a work permit?

Declaration:

I confirm that the above information is correct. If I am offered a position with café depeche, I understand that this documentation forms part of my contract of employment and that any misleading statements or deliberate omissions within may be sufficient grounds for cancelling any such contract/ agreement previously made.

Signed: _____ Date: _____