

## Application for Employment (downloaded from harvester.co.uk)

### PERSONAL DETAILS

Surname Mr / Mrs / Miss / Ms:		First Names:	
Address:			
			Postcode
Home Phone No:		Mobile Phone No:	
Are you over 18 years of age:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Work Phone No:	
No. Of Children:	Ages:	Marital Status:	
National Insurance Number:			
Do you need a work permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Visa No. (if applicable)	
How would you travel to work?			
Next of Kin		Relationship	
Address (if different from above)			
Telephone No:			
Have you ever been convicted of an offence that is not spent under the Rehabilitation of Offenders Act 1974?			
<input type="checkbox"/> Yes <input type="checkbox"/> No - If yes please give details			

### AVAILABILITY FOR WORK

Preferred area: <input type="checkbox"/> Kitchen <input type="checkbox"/> Bar/Waiting <input type="checkbox"/> Host(ess)		
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Please state approximate hours:
Please indicate any particular hours and/or days you <b>will not</b> be available for work:		
Are you prepared to work weekends	Are you prepared to work evenings	Are you prepared to work bank holidays?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

### WHERE DID YOU HEAR ABOUT US?

How did you hear about the vacancy you are applying for?	
<input type="checkbox"/> Website <input type="checkbox"/> Newspaper <input type="checkbox"/> Poster <input type="checkbox"/> Leaflet <input type="checkbox"/> Job Centre <input type="checkbox"/> Recommendation (.....) Other (please specify) .....	
Have you ever worked for Harvester Restaurants or any other brand belonging to Mitchells & Butlers (previously Six Continents Retail, Bass Leisure Retail and Bass Taverns) <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes please give details of last employment with the Company	

Please indicate any educational qualifications and/or additional training you may have had, including courses without formal qualifications.

.....continue on separate sheet if required

**Start with the most recent employment held and note any periods of unemployment of more than one month**

.....continue on separate sheet if  
required

## OTHER INFORMATION

Tell us about any previous experience you have had that might be relevant to your application

eg: What experience have you had in food ordering or stock control?

What computer software are you familiar with? (if any)

Have you ever operated a computerised till?

☐ Yes

☐ No

Have you held a supervisory position?

☐ Yes

☐ No

If yes, how many people did you manage?

## EQUAL OPPORTUNITIES

It is the policy of Mitchells & Butlers that there shall be no discrimination in respect of gender, marital status, colour, religion, race, nationality, ethnic origin, disability or political beliefs and that equal opportunities shall be given to all employees. To assist the monitoring of our equal opportunities policy, it would be of great help if you would tick the appropriate box. It is not, however, obligatory to complete this section and it will not affect your chances if you choose not to do so.

Please tick the appropriate ethnic / racial group to which you belong

☐ White

☐ Chinese

☐ Pakistani

☐ Indian

☐ Black / African

☐ Bangladeshi

☐ Black Caribbean

☐ Asian

☐ Black Other (please specify) \_\_\_\_\_

☐ Other (please specify) \_\_\_\_\_

## ADDITIONAL INFORMATION

(Please tell us of any further information that you feel may be helpful to your application)

.....continue on separate sheet if required

## REFERENCES

Please give the names and addresses of two employers who are willing to act as referees. At least one should be your present / most recent employer. If self employed, referees should be supplied from others with whom you have had regular business dealings. If no previous employment held, please supply details of two people who can act as character referees. No approach will be made to any present employer without your permission, prior to an offer of employment being made to you. **However, Harvester Restaurants reserve the right to terminate your employment immediately without notice should references prove unsatisfactory.**

Name
Address:
Postcode:
Contact Phone No:
Capacity in which you are known by referee and for how long?
Can we contact this referee immediately? <input type="checkbox"/> Yes <input type="checkbox"/> No

Name
Address:
Postcode:
Contact Phone No:
Capacity in which you are known by referee and for how long?
Can we contact this referee immediately? <input type="checkbox"/> Yes <input type="checkbox"/> No

**DECLARATION:** I confirm that the information given in this application is correct to the best of my knowledge and I understand that any deliberate mis-statement or non-disclosure renders me liable to disqualification or dismissal if employed.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**DATA PROTECTION ACT:** The information provided on this form will be used solely for the purpose of processing your application and will not be passed to any third party.

*Thank you for completing your application form and for the interest you have shown in Harvester.  
May we take this opportunity to wish you "good luck" with your application!*

### FOR OFFICE USE ONLY:

Initial Comments: \_\_\_\_\_

Interview Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Interviewed By: \_\_\_\_\_

Next Stage: ☐ Proceed ☐ Reject ☐ Hold

### If Successful:

☐ Uniform Size (\_\_\_\_\_)

☐ Abbreviated Name (\_\_\_\_\_)

☐ ROP (\_\_\_\_\_)

☐ Notice Period (\_\_\_\_\_)

☐ Start Date (\_\_\_\_\_)

☐ Medical Questionnaire Issued ☐ EPOS Key (No\_\_\_\_\_)

☐ Entered onto Unity ☐ P45 / 46 Sent off

☐ Entered onto MBP ☐ Workbook Issued

☐ Bank Details ☐ Phone list updated