



**Leeds Office:** Prospect House, 32 Sovereign Street, Leeds, LS14BJ  
 Tel – 0113 246 5662  
 Fax – 0113 398 4159

**HOSPITALITY APPLICATION FORM**

Candidate No:	Interviewer:	Date:
Available from:	Position:	Temp/Perm

**CANDIDATE DETAILS**

<b>MR/MRS/MISS/MS (Please Circle)</b>		
<b>FORENAMES</b>		
<b>SURNAME</b>		
<b>ADDRESS</b>		
<b>POSTCODE</b>		
<b>NATIONALITY</b>		
<b>NATIONAL INSURANCE NUMBER (proof needed)</b>		
<b>PLACE OF BIRTH</b>		
<b>PASSPORT/WORK PERMIT/VISA NO</b>		
<b>VISA VALID UNTIL</b>		
<b>TELEPHONE NUMBER</b>	<b>MOBILE NUMBER</b>	
<b>EMAIL ADDRESS</b>		
<b>DATE OF BIRTH</b>	<b>SEX M or F</b>	<b>MARITAL STATUS</b>
<b>WHAT WAS YOUR ADDRESS(ES) UP TO 3 YEARS AGO</b>		
<b>EMERGENCY INFORMATION</b>		
<b>NAME</b>	<b>ADDRESS</b>	<b>TEL NO (HOME)</b>
<b>WORK TEL NO</b>	<b>MOBILE</b>	

**EQUAL OPPORTUNITIES**

Citirecruit is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a Trade Union and we place an obligation upon all staff to respect and act in accordance with the policy.

Citirecruit shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Citirecruit will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy

**EMPLOYMENT HISTORY**

<b>CURRENT JOB</b>	<b>MIN SALARY</b>
	<b>MAX SALARY</b>
<b>DO YOU DRIVE? Y/N</b>	<b>OWN TRANSPORT? Y/N</b>
<b>WILLING TO TRANSPORT STAFF? Y/N</b>	
<b>DO YOU HOLD A CURRENT FULL, CLEAN UK LICENSE? Y/N</b>	
<b>DO YOU HOLD ANY OF THESE CERTIFICATES? ( PLEASE CIRCLE )</b>	
<b>FIRST AID</b>	<b>SILVER SERVICE</b>
<b>BASIC FOOD &amp; HYGIENE</b>	<b>CRB</b>
<b>CITIRECRUIT MAY BE REQUIRED TO PERFORM A SECURITY SEARCH ON YOUR DETAILS, WILL YOU ALLOW THIS? Y/N</b>	

**CRIMINAL CONVICTIONS** (please delete clearly as appropriate)

Do you have any unspent\* criminal convictions? Yes/No

If yes, state convictions and dates .....

\*Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment is sought in relation to positions involving working with children or vulnerable adults, details for all criminal convictions must be given. The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of Citirecruit, the offence is relevant to the post to which you are applying. **Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light.**

**PERMISSION TO WORK IN THE UK**

Do you have immigration permission to work in the UK? Yes/No  
(please delete clearly as appropriate)

In line with UKBA guidance on the prevention of illegal working we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK if you are to be engaged by Citirecruit for temporary work

**TRAINING/QUALIFICATIONS (Use additional paper if needed)**

DESCRIPTION	TRAINER	LOCATION	DATE

**WORK HISTORY (Use additional paper if needed)**

EMPLOYER	TRAINER	FROM	TO

**SKILLS & EXPERIENCE – Please tick the jobs that you have done before (EXP) or interested in doing (INT)**

CHEFS	EXP IN	INT IN	GENERALS	EXP IN	INT IN	EVENTS	EXP IN	INT IN
HEAD CHEF			GENERAL ASSISTANT			SILVER SERVICE		
SOUS CHEF			KITCHEN PORTER			PLATE SERVICE		
CHEF DE PARTIE			FASTFOOD OPERATIVE			BAR SERVICE		
COMMIS CHEF			ROOM ATTENDANT			WINE SERVICE		
INDUSTRIAL CHEF			CASHIER			BUTLER		
DIRECTORS CHEF			CLEANER/DOMESTIC			DAY/NIGHT PORTER		
PASTRY CHEF			MANAGER ROLE			CELLAR		
PASTRY COOK			SUPERVISOR ROLE			MANAGER ROLE		
DOMESTIC COOK						SUPERVISOR ROLE		

**UNIFORM (Please tick)**

BLACK KNEE LENGTH SKIRT		BLACK JACKET		FULL CHEF WHITES	
BLACK SMART TROUSERS		BLACK BOW TIE		CHEFS KNIFES	
WHITE LONG SLEEVED SHIRT		BLACK WAISTCOAT		WHITE COAT/OVERALLS	
BLACK TIGHTS (F) SOCKS (M)		EVENING SUIT		NON SLIP SHOES	
BLACK FLAT SHOES				SAFETY BOOTS	

GENERAL AVAILABILITY please tick	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
MORNING							
AFTERNOON							
EVENING							

**I DO/DO NOT AGREE TO OPT OUT OF THE 48 HOURS WORKING WEEK (DELETE AS APPROPRIATE)**

**REFERENCES (Use additional paper if needed)**

**\*WE MAY REQUIRE 2 FULL YEARS OF REFERENCING, PLEASE PROVIDE DETAILS BELOW:**

COMPANY NAME & ADDRESS	CONTACT & POSITION	TEL NO	EMAIL ADDRESS	DATE SENT	DATE BACK

Please explain **all** gaps in your employment over the last two years this includes holidays, sickness, maternity, unemployment claim dates and any other reasons:

**\*N.B: please note if you are unable to provide a full history for the past two years, we will unfortunately be unable to process your application form.**

.....

.....

**HEALTH AND DISABILITY**

The following questions on health and disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment service and to find out your needs in order to perform the job or position sought.

- 1.1. Do you have any health issues or a disability relevant which may make it difficult for you to carry out functions which are essential for the role you seek? Yes/No (please delete clearly as appropriate)

If yes, please specify .....

- 1.2. If you have a disability, what are your needs in terms of reasonable adjustments in order to access this recruitment service and to attend interview, or to take aptitude tests etc.?

Please specify .....

I know of no medical reason why I should not work in a food environment

**DATA PROTECTION STATEMENT**

The information that you provide on this form and on any CV given will be used by Citirecruit to provide you work finding services. In providing this service to you, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients.

We may check the information collected, with third parties or with other information held by us.

We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other way permitted or required by law.

**CANDIDATE DECLARATION**

I hereby confirm that the information given is true and correct. I consent to my personal data and CV being forwarded to clients. I consent to references being passed onto potential employers.

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that Citirecruit will be entitled either to charge the client an introduction/transfer fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client without further charge being applicable to the Client).

Signed by candidate

.....

Name .....Date.....



# Confidentiality and disclosure of Information

I agree during my employment at Citirecruit Ltd. Or thereafter, never to divulge or otherwise make use of any confidential information regarding the affairs of Citirecruit or any of its Clients, or use to the detriment or prejudice of the above of any information designated as confidential which may have come to your knowledge during the course of your employment.

This restriction will continue to apply after the termination of your employment at Citirecruit Ltd without limitation in time.

Signed on behalf of the Employer..... Date.....

Print Name.....

Signature of Employee.....Date.....

Print Name.....