

HARVEY & COOMBES PUB CO LTD is taking positive action for Equal Opportunities and actively encourages applicants from Black, Minority Ethnic and Disabled people. Applicants meeting the minimum criteria on a job person specification will be guaranteed an interview and will be considered on their abilities.

Application for the position of:

At which Unit?

THE FRAME BREAKERS

1. Personal Information

Name:

Address:

Telephone No.:

Mobile No.:

Email Address:

2. Present/Most Recent Employer (paid or voluntary work)

Name and Address of Employer:

Nature of Business:

Job Title:

Present Salary:

Full Time or Part Time:

If Part Time, state hours worked per week:

Date of Appointment:

Notice Required:

Briefly describe the work you do and your duties:

3. Previous Employment

Please list jobs in date order, starting with your last job before current position, and work backwards

From	To	Name of Employer and Nature of Business	Job Title and Duties Performed

4. Education / Training / Qualifications

Please include details and dates of any qualifications gained or being studied for or any courses and training programmes you have attended that you feel are relevant to this job

Name of School/College	From	To	Examinations Passed
<i>Schools (after age 11 up to and including A-Levels or equivalent)</i>			

<i>Further Education (University, Technical College, Evening Classes etc.)</i>			
<i>Professional / Other Training</i>			

5. Referees

Please provide the names of two referees who, wherever possible, should be previous employers with whom you have worked for at least one year. One of your referees should be your present/most recent employer. If you have not been previously employed then Head Teachers/College Lecturers/Course Leaders, etc, are acceptable as referees

REFEREE 1		REFEREE 2	
Name:		Name:	
Address:		Address:	
Telephone No.:		Telephone No.:	
Email:		Email:	
Job Title:		Job Title:	
How long have they known you?		How long have they known you?	
May we request a reference at any time YES / NO Only after offer of employment YES / NO		May we request a reference at any time YES / NO Only after offer of employment YES / NO	

6. General

When could you commence employment with us?

CRIMINAL CONVICTIONS - Please give details of any criminal convictions you have had, excluding any considered 'spent' under the Rehabilitation of Offenders Act 1974 (minor motoring offences should be disregarded)

7. Additional Information (Continue on a separate sheet if necessary)

Please let us know why you are applying for this job and why you think you are the right person by telling us how you think your training, skills and experience fit the person specification.

Please do not attach a CV instead of answering this question

DECLARATION

I confirm that, to the best of my knowledge, the information I have given on this application form is correct and complete and that I understand any job offer is subject to satisfactory references. I agree that HARVEY & COOMBES PUB CO LTD has the right to validate any of the information provided by me on this form.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with HARVEY & COOMBES PUB CO LTD.

Please note: If you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment process or, if appointed, to dismissal.

Signed Date

If you are sending this application form via email you will be required to sign the form if you are invited to interview.

Please return the completed form as a word document to:- careers@nottinghambrewery.co.uk

Or by post to:-

The Frame Breakers, High St, Ruddington, Nottingham NG11 6DT, marking your envelope Private and Confidential

(If you have not received a reply within 4 weeks of the closing date, please assume that your application has been unsuccessful).

HARVEY & COOMBES PUB CO LTD will use the information you provide in this form to process your application.

If your application is successful and you are appointed to the post, this form will be kept on your personnel file.

If your application is unsuccessful, this form will be kept on file for one year after the completion of the recruitment exercise, then destroyed.

You have the right to request a copy of the information HARVEY & COOMBES PUB CO LTD holds on you, for which we may charge a fee.

(Application Form September 2015)