

# JOB APPLICATION FORM

## CUSTOMER SERVICE ASSISTANT

### THE ROLE

Our customer service assistants are responsible for serving our customers and maintaining the highest standards of customer service and food safety. Applicants should be self motivated, well organised, take pride in their appearance and have a passion to deliver good customer service. You should be a good time keeper and be able to work well as part of a team. Good communication skills are also essential.

Applicants do not need previous experience in this role as full training will be provided, however some previous experience would be beneficial.

### ABOUT YOU

FULL NAME:	
ADDRESS:	
POSTCODE:	
TELEPHONE (HOME):	PLEASE AFFIX A PHOTOGRAPH OF YOURSELF HERE
TELEPHONE (MOBILE):	
EMAIL:	
DATE OF BIRTH:	
NI NUMBER:	

### EDUCATION HISTORY

Please give details of all establishments attended, together with the qualifications you obtained. Additional information can be added on a separate sheet if required.

ACADEMIC ESTABLISHMENT	COURSE/QUALIFICATION	GRADE

## EMPLOYMENT HISTORY

Please list your employment history starting with your most recent employer. Additional information can be added on a separate sheet if required.

DATES	EMPLOYER	POSITION/DUTIES	SALARY	REASON FOR LEAVING

## TRAINING COURSES

Please give details of any other relevant qualifications (eg First Aid, Food Hygiene, Customer Service etc)

TRAINING PROVIDER	COURSE/QUALIFICATION	DATE TAKEN

## LEISURE INTERESTS AND HOBBIES

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## YOUR AVAILABILITY

AVAILABLE START DATE:
MINIMUM AND MAXIMUM HOURS YOU ARE AVAILABLE EACH WEEK:
LIST ANY TIMES/DAYS DURING THE WEEK YOU ARE UNABLE TO WORK:

## REFERENCES

Please give the name and addresses of your two most recent employers or independent referees who have known you well for more than two years. (NB Referees will not be contacted without your prior approval.)

NAME	ADDRESS	TELEPHONE	HOW DOES THE REFEREE KNOW YOU?

# PERSONAL STATEMENT

Please write a short statement about yourself detailing why you think you would be suitable for the role at Croft Street Fisheries.

## AND FINALLY...

If you do not originate from the European Community, do you have the right to work in the UK?  YES  NO

Do you have a current work permit?  YES  NO

Are there any restrictions on your right to work in the UK?  YES  NO

If Yes, please give details: \_\_\_\_\_

If you have a disability or suffer from a medical condition then please tell us of any reasonable adjustments we may need to make to assist you should you be called for an interview.

\_\_\_\_\_

Have you ever been convicted of a criminal offence or do you have pending court offences?  YES  NO

If Yes, please give details: \_\_\_\_\_

## DECLARATION

I confirm that the information given by me is correct to the best of my knowledge. I understand that Croft Street Fisheries reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information given by me is inaccurate or misleading in any way.

SIGNED: _____	DATE: _____
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Employees will be recruited on the basis of their qualifications and experience to do the work to be performed, regardless of sex, sexual orientation, gender reassignment, marital status, race, colour, ethnic or national origin, religion or belief, age, disability or trade union membership status.

Any job offer may be conditional upon the receipt of two satisfactory references, medical reports and in certain cases, where appropriate, criminal records checks from the Criminal Records Bureau.

Your personal information will only be use it for the purposes of recruitment and employment. It will not be passed to any third party without your consent or lawful excuse. We comply with the United Kingdom's data protection laws and take all reasonable care to prevent unauthorised access of your personal data.

**Completed forms should be sent to:**  
Rafael Chandler, Croft Street Fisheries, 2 Croft Street, Farsley, Leeds, LS28 5HA

T: 0113 256 0383, E: [info@croftstreetfisheries.co.uk](mailto:info@croftstreetfisheries.co.uk)  
[www.croftstreetfisheries.co.uk](http://www.croftstreetfisheries.co.uk)