



# Chartwells

So much more than fantastic food

## Application Form

Thank you for your interest in joining the Chartwells team

Position Applied for:		Hours available to work or restrictions?	
Salary Required:		Date Available:	DD/MM/YYYY
Job Reference Number:			

<b>Personal Details</b>	
Title:	
First Name(s):	
Surname:	
Have you ever been known by any other names? If so, please provide details. If your application is successful, you will need to provide proof of any legal change of name prior to starting work with us.	
Home Address:	
Postcode:	
NI Number:	

Telephone No:		
Mobile No:		
DOB:		
All colleagues receive their payslips online through Epay; A current personal email address is required.		
Email Address:		
Nationality:		
Are you eligible to work in the UK?	Yes	No
Are you a member of the DBS Update Service?	Yes	No
If you are a member of the DBS Update Service please bring a copy of your certificate to your line manager to submit to the DBS Admin team for an update check. Please note that if you are not a member of the Update Service we will obtain a new Enhanced DBS and Children's Barred List check if you are successful in your application.		

## Emergency Contact

Please provide details of next of kin who can be contact in an emergency

Title:	
First Name(s):	
Surname:	
Home Address:	
Postcode:	

Telephone No:	
Mobile No:	
Email Address:	
Relationship:	



# Employment Record (cont.)

Dates		Name & Address				
From	To	Full Company Name and Postal Address		Position & Duties	Salary/Benefits	Reason for Leaving

Please state if you are currently employed or have been employed within Compass Group (please give details)

# Education

Please only provide details of qualifications that are **relevant** to this role, and be ready to bring evidence of these qualifications to show us, e.g. your award certificates, if we ask you to.

Place of Education	From	To	Qualifications Gained / Subjects	Grade	Year Taken	Awarding Body

# Training/Professional Membership

Please only provide details that are **relevant** to this role, and be ready to bring evidence to show us, e.g. your award certificates, if we ask you to.

Please indicate course attended		
Course	Brief Details	Date Completed

## Additional Information

Please give us a short summary of the personal qualities and experience that you believe make you suitable for this job.

## Rehabilitation of Offenders Act 1974 (exception as amended in 2013)

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by this Act?

Yes/No – If Yes please give details:

# References

If your application is successful, we will need two satisfactory references from previous employers.

By completing this section you agree to us contacting your referees at the time a provisional offer of employment is made to you. Please note that we will not be able to employ you without these.

If it is impossible to provide the details of two previous employers, e.g. this will be your first paid job, please speak to your hiring manager to discuss alternatives that can be accepted.

Current/Last Employer		Previous Employer	
Name:		Name:	
Occupation:		Occupation:	
Company:		Company:	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email Address:		Email Address:	

# Declaration by Applicant

## General Data Protection Regulation

For full details of how we will collect, store and use your personal information please see our Privacy Notice: [Privacy Notice | Compass Group \(compass-group.co.uk\)](https://compass-group.co.uk/privacy-notice). In short, we will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we need to perform our obligations under the employer - employee contract
- Where we need to perform our obligations under any training contract or learning agreement
- Where we need to comply with a statutory obligation
- Where it is necessary for our legitimate interests, including business interests and employer best practice (or those of a third party) and your interests and fundamental rights do not override those interests
- Where we have your express consent

By signing this application form, you acknowledge that we will share certain relevant personal data that you have supplied during the recruitment process with the school that you will be working within, where sharing is necessary to comply with safer recruitment and safeguarding legislation and best practice.

## Pre-Employment Checks

Please note that if your application is successful, any offer of employment will be conditional upon a number of checks being made on your work history, identity, and any criminal record that you may have. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

## Declaration

I understand that Chartwells (an operating brand of Compass Group UK & Ireland) is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment, and that any offer of employment will be subject to successfully completing pre-employment checks, including an enhanced DBS disclosure and a Children's Barred List check. For some sites a credit disclosure check may also be required.

I confirm that the information I have given is true and complete and I understand that false or incomplete information could result in rejection of my application for employment or dismissal if subsequently engaged.

I agree to relevant information that I have supplied during the recruitment process to be shared with the school I will be working within where it is required under Safer Recruitment legislation and guidance.

I have answered each question honestly and to the best of my ability.

<b>Signed</b>		<b>Date</b>	DD/MM/YYYY
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