

REGISTRATION FORM

Personal Details <small>(PLEASE FILL IN CAPITAL)</small>	Surname:	Mr. / Mrs. / Miss. / Ms. / Others:	
	Forename (in full):	Date of Birth :	
	Full Address:	Nationality:	
	Post code:	Marital Status:	
	Email Address:	NI Number :	
	Contact Number: Home: Mobile:	Emergency contact Number :	
	Any physical disabilities e.g. back injuries or major illness, which have led to time off work: YES / NO		
Do you have any previous criminal convictions or any other outstanding court order YES / NO			

General Information	Availability to work/Part time <input type="checkbox"/> Full time <input type="checkbox"/>			Qualification:		
	Mon		Chef	Experience :	Shoe size <input style="width: 40px; height: 20px;" type="text"/>	
	Tue		KP			
	Wed		HK			
	Thu		Service	Responsibility :	Shirt Size <input style="width: 40px; height: 20px;" type="text"/>	
	Fri		PA			
	Sat		General	Trouser Size <input style="width: 40px; height: 20px;" type="text"/>		
Sun		Other				

General Information	What is your notice period if you are currently employed?
	How did you hear about us?

References	Please note that all offer of employment are subject to the receipt of satisfactory references. Previous employer or College Management		
	Contact name:	Company name & Address:	Telephone number:

Bank Details	Account Holder Name	Bank Name
	Sort Code	Account Number

FOR OFFICE USE ONLY:

Trial	KP No.	Trial Date	Trial Time
	Placement Officer	Trial Location	Trial Feedback
	Started	Start Date	Work Place
	Comments:		

Terms and Conditions

1. You will be paid the National minimum wages; wages will be transferred in your bank account (No cash Payment).
2. You will receive your wages every 2 weeks on the fixed payment dates.
3. If you want to leave the job, you have to give us one month prior written notice by email or Letter.
4. Administrator will not accept your resignation by Text/ Message/ Phone.
5. If you fail to give one month notice period, your payment will be delayed and admin charges applicable.
6. While at work, you are requested to be well groomed, always wear uniform and safety shoes.
7. Area Manager has rights to decide your workplace location, so you might be transferred to any Location.
8. If you are late by more than 10 minutes, it will be considered as 30 Minutes Late.
9. To avoid payment delay, your responsibility to check and sign your timesheet every week. If you work more than one place, then please contact your area manager to get an individual Time sheet.
10. Please produce the filled time sheet in the office every Monday. if you fail, it causes delay in your payment and also employer is not responsible for your missing hours.
11. It's your responsibility for your transportation and accommodation.
12. Without any valid reason if you are absent, there will be an admin charge applicable for your replacement.
13. If you require our company transport, there will be transportation charges applicable.
14. For Housekeeping: You will be paid on hourly basis, but you will be required to clean 2 Rooms in 1 Hour.
15. This is a Zero hour contract, however on completion of 6 months you are eligible to get 28 days Holiday pay.
16. No Holiday pay for Self-Employers.
17. You will have to work in a safe and polite manner at your work place and you are not allowed to carry any sharp objects/ prohibited items/ Expensive items to work place.

Signature

The information I have provide is correct to the best of my knowledge. I understand that false information may render my application liable to rejection or, if appointed, may make me liable to dismissal. I also hereby agree that my personal details may be held and used for recruitment and employment purposes. I understand that these details will not be used for any other purpose by the company without my prior consent.

I also confirm that I have read the terms & conditions, Salary details And Health & safety explained clearly and I understood clearly.

Signed:
Date:

Internal use only:

Interviewed by:

Internal use only:	English Level		Photograph Taken		Training:
	Passport/ Visa		Reference checked		
	NI Number		Terms & Conditions		Started:
	Address Proof		P45		
	Health & Safety form		Bank card checked		