



BCA
BARNET CHURCHES ACTION



Barnet Churches Action,
117 Fitzjohn Avenue,
Barnet,
Hertfordshire,
EN5 2HR

Position applied for: CAFÉ ASSISTANT
Location: HOPE CORNER COMMUNITY CENTRE
Entry No: (please leave blank)

STRICTLY CONFIDENTIAL

1. Personal Details	
surname:	forenames:
title:	
address:	telephone no. home:
post code:	mobile:
email:	

2. Education and Qualifications				
secondary schools attended	from	to	exams & grade achieved	date
universities/colleges attended	from	to	exams & grade achieved	date
other courses	from	to	certificates	date

3. Current employment				
employer's name and address	position held, duties and responsibilities	start date	current salary	reason for leaving

4. Employment history						
employer's name & address (most recent first)	type of business	position held	start date	end date	reason for leaving	annual salary on leaving

5. Statement in support of application

6. Additional information	
Do you require a work permit to work in the UK? If so please give details:	Yes / No
Do you have a Level 2 Food Hygiene in Catering Certificate?	Yes / No

What are your interests and hobbies?

Why does this job interest you?

Where did you see this job advertised?

If offered the post, when could you start work with us?

7. Referees	
We require the details of two referees, unrelated, one of whom should be your current employer.	
Can we contact referees prior to interview? Yes/No	
name: address: email address: Telephone number: How long have you known your referee and in what capacity?	name: address: email address: Telephone number: How long have you known your referee and in what capacity?

8. Appointments
Some appointments will be subject to a Disclosure and Barring Check as part of our child and vulnerable adults' protection policy.
Do you consent to this check being carried out? Yes/No

9. Signature of Applicant:	Date:
I declare that to the best of my knowledge the information I have given is a full and true account in every respect	

10. Recruitment Privacy Statement
All the information you provide us during the recruitment process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary. We will not share any of the information you provide with any third parties during the recruitment process. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format and will be in line with GDPR rules. We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

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