

Application  
for  
Employment



Private  
&  
Confidential

Borelli Yard, The Borough, Farnham, Surrey GU9 7NU  
Telephone: (01252) 735254 Fax: (01252) 715173

<p>Name:</p> <p>Address:</p> <p><input type="checkbox"/> Owned      <input type="checkbox"/> Rented      <input type="checkbox"/> With Parents</p>	<p>Age: M / F</p> <p>Nat Ins No:</p> <p>Marital Status: D.O.B.</p> <p>Children: P45 <input type="checkbox"/>      P46 <input type="checkbox"/></p> <p>Personal licence holder: Yes <input type="checkbox"/>      No <input type="checkbox"/></p>
<p>Position Applied For:</p> <p>Date:</p>	<p>Telephone</p> <p>Day:</p> <p>Evening:</p>
<p>Previous Employers</p> <p>1. From <input type="text"/> to <input type="text"/></p>	<p>2. From <input type="text"/> to <input type="text"/></p>
<p>Qualifications:</p>	<p>Student Details:</p> <p>Length of Course:</p> <p>Started:      Finish:</p>
<p>Preferred Days / Hrs:</p>	<p>Can you work weekends: Y / N</p> <p>Bank Holidays: Y / N</p>
<p>Any Days / Hrs you cannot work:</p>	<p>What period of time are you seeking employment</p> <p>3 months      6 months      1 year      1 year plus</p>
<p>Would this be your main job: Y / N</p>	<p>Current clean driving licence: Y / N      Smoker: Y / N</p>
<p>References</p> <p>1.</p> <p>Tel:</p>	<p>2.</p> <p>Tel:</p>

With your attributes and experience how can you help Borelli's continue to be successful:

Any other relevant information - eg. do you have any holidays booked that we need to be aware of?

Signature ..... Date .....

Conditions of Employment:

1. Employees who work 20hrs or less per week will be paid weekly, 1 week in arrears. You will be required to sign a P46. A minimum of 1 weeks notice is required on leaving our employment.
2. Part time employees working below 39 hours per week the hourly rate is enhanced by 8.3% to cover holiday pay.
3. Employees who work 21hrs or more per week will be paid monthly, 1 month in arrears. A P45 is required. 1 months notice is required on leaving our employment.
4. You may be required to work additional hours during busy times of the year. Normal rates of pay apply. Overtime (over 40hrs) is not paid and should be regarded as a condition of employment.
5. A uniform is required at all times and may be provided from time to time.
6. Theft of stock or cash will be regarded as a serious offence. We will inform the Police and request them to prosecute.
7. 1 months notice is required for days off and holidays.
8. Staff valuables should be placed in the safe. Borelli's cannot be held responsible for loss of belongings.
9. The drinking of alcohol while on duty is strictly forbidden.
10. Smoking is prohibited in any part of the premises at all times.
11. It is not allowed to be employed by any other licensed operator during your employment with Borellis.