

# 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>Email:</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?

Bank account number: \_\_\_\_\_ Sort code: \_\_\_\_\_

Name of account: \_\_\_\_\_

Conditions and Contract of Employment:

- 1 All part time employees are paid monthly on the 1st of each month, one week in arrears.
- 2 All full time employees are on an agreed salary paid for whole month on the 1st of each month, one week in arrears.
- 3 On appointment you are required to provide your residency status, NI number and a P45 or a P46 if there is no previous employment.
- 4 UK National pay rates apply as a minimum and are enhanced by 8.3% to allow for holiday pay for part time employees.
- 5 You are required and responsible to complete a one month basic training programme. After first three month probation period you will receive a job performance review.
- 6 You are required to work additional hours at busy times of the year (eg December) Overtime above 40 hours is not paid and should be regarded as a condition of employment.
- 7 Uniform dress is required and shirts, etc may be supplied. Personal grooming is of utmost importance. Hair must be tied back and be of a smart appearance at all times. Minimal jewellery and sensible black footwear is a prerequisite.
- 8 One months notice is required when leaving our employment, for certain days off and for booking holidays (No leave permitted in December).
- 9 Staff valuables must be placed in the safe. Borelli's will not be responsible for any loss of belongings. NO personal belongings are allowed behind the bar and must be put in the staff room.
- 10 STRICTLY NO use of mobile telephones (except management use) at all times when on duty.
- 11 The consumption of alcohol is STRICTLY FORBIDDEN on the premises at all times, including break times when on duty.
- 12 Smoking at any time, including breaks, is NOT permitted for front house staff on the premises.
- 13 Staff meals are provided after lunch service. Evening staff can purchase a light meal for their break. Eating behind the bar is NOT ALLOWED.
- 14 It is a condition of employment that you cannot be employed by any other hospitality operator during your employment at Borelli's.
- 15 Staff drinks tickets can be exchanged for meals or drinks. Duplicate tickets will not be accepted unless countersigned by management when a multiple purchase by the customer is made.
- 16 Theft of stock or cash will be regarded as a serious offence. All transactions must be entered on your sales file on the EPOS system. Failure to follow procedure will result in Instant dismissal and the Police will be informed.
- 17 Tips Acts 2024 – All tips are shared equally by all staff and paid through payroll on 1st each month. This applies to card and cash tips. It is the responsibility of all front house staff to ensure till accuracy everyday. Unacceptable shortfalls will be fully investigated and may be deducted equally from front house staff tips.

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_