

Catering Assistant

How to apply

We actively encourage you to complete this email electronically and submission it by email. If you are completing it on paper, please use black ink to help us photocopy and add whatever supplementary forms you need.

The closing date for application forms is 12 noon on 2nd June 2018. Applications should be addressed to 'Recruitment' at Truro Cathedral 14 St Mary's Street, Truro, TR1 2AF or email recruitment@trurocathedral.org.uk

Please ensure you provide an email address as all formal applicants will be communicated with by email where possible.

Personal Details	
Name	
Address	
Work permit	Do you require a work permit for employment in the UK? (Y/N)
Phone (day)	
	Can we contact you at your daytime phone number? (Y/N)
Phone (evening)	
Email	
Interview	Are you available for interview on notified dates? (Y/N)
Notice	What notice period would you need to give?
Advert	Where did you see this role advertised? Please tick Facebook ☐ Twitter ☐ Website ☐ In Print ☐ Other (please state):

Education/training

Please fill in all your relevant education and training in full, including the establishment where you obtained qualifications. Include details of non-accredited short courses. Use a separate sheet if necessary

College/School etc.	Subject/training	Level	Date gained

Current employer

Name/address	
Position held	
Full or part time?	
Date employment commenced	
Present salary	
Absence	Number of days absent in the past year due to illness or health problems

Brief outline of duties/responsibilities	
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Previous employment

Please fill experience and details of you previous employers along with a brief description of your duties and responsibilities and your reason for leaving

Dates	Name/address of employer	Brief description of duties and responsibilities	Reason for leaving

Any voluntary experience that may be relevant

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Your skills and

Please use this section to comment on your qualifications to meet

experience	our person specification. Please supply separate sheet/s using precisely the same headings as in the person specification including both essential and desirable criteria.

References	Please supply details of two referees. One should be from your current or most recent employer. The other should be an independent professional rather than personal contact. Please tick here if you do not wish us to take up references with your employer before the interview ☐
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Referee name	Job title/contact details	Relationship to applicant

Declaration

I certify that the information I have given on this application form is accurate and correct to the best of my knowledge. I consent to Truro Cathedral checking any of the details on this form. I understand that the supply of inaccurate or incorrect information, or omission of any material information from this application form, may result in the withdrawal of any offer of employment, or termination of employment.

Signed		Date	
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Thank you for taking the time to complete this application