

# COFFEE & CLAY JOB APPLICATION FORM



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E: [info@coffeeandclay.co.uk](mailto:info@coffeeandclay.co.uk)

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the job advertisement.

Please ensure the finished form is printed out, signed, dated and returned in a sealed envelope to at the address above as soon as possible.

Please complete the form in black ink and BLOCK CAPITALS.

I. APPLICANT'S DETAILS		
<b>Title:</b>	<b>Surname:</b>	<b>First name:</b>
<b>Home address:</b>		
POST CODE:		
<b>Telephone nos: please include full STD code</b>		
Home:		
Work :		
Mobile (where possible):		
email address (where possible):		
<b>Date of Birth:</b>		
Is there anything concerning your medical history or state of health that is relevant to your application? (Circle yes or no only):	<b>Yes</b>	<b>No</b>
Are there any restrictions regarding your employment? e.g do you require a Work Permit?	<b>Yes*/No</b> <i>*If you answer Yes please supply details on a separate sheet of paper</i>	
How much notice do you need to give to your curret employer?		

## 2. EMPLOYMENT RECORD

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in *Section 5: Experience /skills*.

### 1. Current/most recent employer/organisation

Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		
Wage (Per Hr):		

### 2. Employer/organisation

Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		
Wage (Per Hr):		

## 3. EDUCATION

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

Name of school/college/ university/training body	Subject studied	Qualification/ Level	Date gained

## 4. TRAINING

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

Training Course	Date

5. EXPERIENCE / SKILLS

This section is for you to give specific information in support of your application. Please set the information out in the space provided. Use extra paper if required.

After reading the Job Advert carefully, consider to what extent you have gained the skills and experience necessary for the post.

6. DAYS AVAILABLE TO WORK

Please circle on which days you are available to work.

Monday      Tuesday      Wednesday      Thursday      Friday      Saturday      Sunday

7. HOBBIES / COMMITMENTS

This section is for you to provide you with the opportunity to tell a little bit about you. **Please include in this section the main reason you are applying for the job.**

8. REFERENCES

Please give name, address and position/occupation of two referees. Please make one your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

1. Name:
Position:
Organisation:
Address:
Tel:
2. Name:
Position:
Organisation:
Address:
Tel:

**9. NEXT OF KIN**

<b>Title:</b>	<b>Surname:</b>	<b>First name:</b>

**Telephone nos: please include full STD code**

Home:
Work :

**10. CRIMINAL CONVICTIONS**

Do you have any criminal convictions? Yes  No

If Yes please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974.

**11. DECLARATION AND SIGNATURE**

The information supplied in this application form is accurate to the best of my knowledge.

.....

Signed Date

By signing and returning this application form you consent to COFFEE AND CLAY using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. Please print your completed form and return in a **sealed envelope** to:

Coffee and Clay  
14 High Street  
Skipton  
North Yorkshire  
BD23 1JZ

Alternatively Send back digitally via email to: [jobs@coffeeandclay.co.uk](mailto:jobs@coffeeandclay.co.uk)

**Thank you for completing the form.**