

BEAUTY & THE BISTRO **JOB APPLICATION FORM**

**IMPORTANT IF COMPLETING ONLINE:** Please save this form to your computer **FIRST**, open it, complete the form, save again and then send as an attachment via email or post to:

Brunswick House, 499 Etruria Road, Basford, Newcastle-under-Lyme, ST4 6JR

**E:** [recruitment@beautyandthebistro.co.uk](mailto:recruitment@beautyandthebistro.co.uk) | **T:** 01782 908 908 | **W:** [beautyandthebistro.co.uk](http://beautyandthebistro.co.uk)



BEAUTY &  
THE BISTRO

Please tick the position(s) you are applying for:

- |   |   |   |
|---|---|---|
|  Salon Manager           |  Beauty Therapist  |  Bar Manager |
|  Senior Beauty Therapist |  Cleaner           |  Barman      |
|  Laser Technician        |  Commis Chef       |  Barista     |
|  Head Chef               |  Breakfast Chef    |  Waiter      |
|  Restaurant Manager      |  Food and Beverage | Please tell us how we can help you  |

Please tell us how you heard about this vacancy:

## 1. PERSONAL DETAILS

Surname:

First Name:

Address:

Postcode:

Mobile Telephone No.

Daytime Contact No.

Email Address:

National Insurance No.									
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Passport No. \_\_\_\_\_

Are you entitled to work in the UK? *(please tick)*

☐ Yes ☐ No

Do you need a visa to work in the UK? *(please tick)*

Yes No

If 'Yes' do you hold a current Work Permit? *(please tick)*

☐ Yes ☐ No

Do you hold a full valid UK drivers licence? *(please tick)*

☐ Yes ☐ No

## 2. PREFERRED HOURS

Please tick which you prefer:

Full time

Part time

We like our staff to be willing to work flexibly across the week and need to know when any other ongoing commitments mean you could not be available to work. **Please tick when you are NOT available:**

M T W Th F S Su

Morning

Afternoon

Evening

### 3. EDUCATION / QUALIFICATIONS

School (11+)	Study Dates	Qualification and Grade	Year Obtained
College / University	Study Dates	Qualification and Grade	Year Obtained
Ongoing Professional Development (if applicable)	Study Dates	Qualification and Grade	Year Obtained

### 4. TRAINING & DEVELOPMENT

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details <i>(including length of course / nature of training)</i>
Current Membership of any Professional Body / Organisation <i>(Please give details below)</i>	

## 5. EMPLOYMENT HISTORY

Please include any previous experience (paid or unpaid), starting with the most recent first.

### *Current or most recent employer*

Name of employer:

Address:

Postcode:

Position held:

Salary *(at time of leaving)*

Employment start date:

Leaving date:

Reason for leaving:

Contact name of line manager for reference:

Brief description of duties:

### *Previous employer*

Name of employer:

Address:

Postcode:

Position held:

Salary *(at time of leaving)*

Employment start date:

Leaving date:

Reason for leaving:

Contact name of line manager for reference:

Permission to contact prior to employment offer ☐

After employment offer ☐

Brief description of duties:

## 5. EMPLOYMENT HISTORY *(continued)*

### *Previous employer*

Name of employer:

Address:

Postcode:

Position held:

Salary *(at time of leaving)*

Employment start date:

Leaving date:

Reason for leaving:

Contact name of line manager for reference:

Permission to contact prior to employment offer

☐

After employment offer

☐

Brief description of duties:

### *Previous employer*

Name of employer:

Address:

Postcode:

Position held:

Salary *(at time of leaving)*

Employment start date:

Leaving date:

Reason for leaving:

Contact name of line manager for reference:

Permission to contact prior to employment offer

☐

After employment offer

☐

Brief description of duties:

*Continue on a separate sheet if necessary*

## 6. INFORMATION TO SUPPORT YOUR APPLICATION

Please tick which of the following areas you have experience in:

- |                                    |   |  |   |
|------------------------------------|---|--|---|
| <input type="checkbox"/> Nails     | <input type="checkbox"/> Massage                      | <input type="checkbox"/> Body Waxing       | <input type="checkbox"/> IT and Marketing   |
| <input type="checkbox"/> Nail Art  | <input type="checkbox"/> Spray Tanning                | <input type="checkbox"/> Skin Rejuvenation | <input type="checkbox"/> Receptionist       |
| <input type="checkbox"/> Eyebrows  | <input type="checkbox"/> Operation of Lasers          | <input type="checkbox"/> Managing a Salon  | <input type="checkbox"/> Restaurant Manager |
| <input type="checkbox"/> Eyelashes | <input type="checkbox"/> Tattoo or Hair Removal       | <input type="checkbox"/> Microblading      | <input type="checkbox"/> Cheffing           |
| <input type="checkbox"/> Facials   | <input type="checkbox"/> Microdermabrasion            | <input type="checkbox"/> Cleaning          | <input type="checkbox"/> Waitering          |
| <input type="checkbox"/> Makeup    | <input type="checkbox"/> Injectables (Botox, Fillers) | <input type="checkbox"/> Food and Beverage | <input type="checkbox"/> Kitchen Portering  |

### Skills, abilities and experience

*Please use this section to demonstrate why you think you would be suitable for the post giving examples and case studies. Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used. See guidance sheet for further information.*

## 7. CRIMINAL RECORDS CHECK

Are you registered on the DBS Update service?

☐ Yes

☐ No

If "Yes", do you grant "Beauty and The Bistro" permission to view your DBS status online if an offer of employment is made and for any ongoing checks to be carried out?

☐ Yes

☐ No

Have you been convicted of any criminal or civil convictions or any cautions (excluding speeding offences)?

☐ Yes

☐ No

If "Yes" please give details:-

Are you presently the subject of investigation into any criminal or civil convictions or any cautions (excluding speeding offences)?

☐ Yes

☐ No

If "Yes" please give details:-

The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment.

If selected for the position, we will check your details against criminal records held by the Police prior to an offer of employment.

### Disclosure

*Please be aware that any undisclosed information that comes to light in the future could have a bearing on your employment with "Beauty and The Bistro" and may lead to your dismissal.*

## 8. EQUALITY ACT 2010

Do you consider yourself to be disabled under the Equality Act?

☐ Yes

☐ No

If "Yes", are there any adjustments that you think we could make to overcome a disability in relation to the essential requirements for this job?

☐ Yes

☐ No

If "Yes" please give details:-

If selected for interview do you require any assistance/adaptations to help you attend?

☐ Yes

☐ No

If "Yes" please give details:-

## 9. CHARACTER REFERENCES

Please give the detail of two referees – see guidance sheet on the last page for further information.

### *First reference*

Name of referee:

Address:

Postcode:

Relationship to you:

Contact No.

Email:

### *Second reference*

Name of referee:

Address:

Postcode:

Relationship to you:

Contact No.

Email:

## 10. DECLARATION

### **Statement to be Signed by the Applicant**

Please complete the following declaration and sign it in the appropriate place below.

By submitting this application you agree to the use of your personal data to be stored and used for recruitment purposes in accordance with GDPR 2018. If you are unsuccessful do you agree to "Beauty and The Bistro" retaining your application to be considered for any other suitable vacancy which may arise in the next six months? Yes ☐ No ☐ (Please tick one)

If "Yes" (but no other positions arises) the application will be securely destroyed after 12 months. If "No" the application form will be securely destroyed within 3 months of application.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated. ☐ (Please tick to confirm)

Signed:

Date:

Print name:

**Please read through the following guidelines to help you complete the application form.**

- Complete all sections of the form either online or you can print off and complete by hand.
- If completed by hand make sure the form is tidy and try to avoid mistakes by writing out a version first to make sure you are happy with the information you are providing. Always read through your final version before you send it.

### **If you require an acknowledgement of your application:**

- By email please activate a read receipt from your email account.
- By post please enclose a stamped addressed envelope and tick box if an acknowledgment of receipt is required.

### **To complete your application:**

- Please type or write clearly in black or blue ink.
- Ensure you have clearly indicated the type of position you are applying for in Section 1.
- In the 'Employment History' (section 5) you must state why you have left a position.
- Always explain any gaps in work history.
- Proof of qualifications and membership to professional bodies may be required.

### **References**

We will take up professional references from your last two employers subject to your wishes as stated in Section 5 "Employment History" of this Application Form. If we deem it appropriate we will also pursue character references from those named by you in Section 9 "Character References" of this Application Form. We will not pursue character references where you have asked us not to. Character Referees must know you well but should not be someone who is a member of your family or who does/has lived with you. They may be a person who knows you in a professional capacity or another person considered to be of good character such as a Religious Minister, a Civil Servant or a member of the Police Force etc. If you have never worked before we will take up references from named individuals at a school or college where you may have recently studied.

### **Supporting Statement**

Your supporting statement in Section 6 is the most important part of the application form.

You should consider the following:

- Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities.
- We would prefer your supporting statement to be a minimum of ½ of a side of A4 and a maximum of 2 sides.
- Use concise, unambiguous sentences and avoid exaggerations.
- Honesty is always the best policy; please do not make false claims.
- If you are making a career change, stress what skills are transferable to the role you are applying for.

### **What Now?**

Please email or post your completed application form, duly signed and dated to the addresses below. Please remember to enclose or attach an up to date CV. We will endeavour to contact you within two weeks of receipt of your application. If you are successful, the second stage will consist of a formal interview and practical tests where applicable, details of which will be confirmed in due course.

Finally, good luck with your application and thank you for your interest in Beauty & The Bistro.

