

# HENLEY

## FESTIVAL

### APPLICATION FOR EMPLOYMENT

PLEASE PRINT IN CAPITALS

We are equal opportunity employers – please let us know what we can do to make the application and interview process as accessible as possible. PLEASE NOTE : All applicants MUST be over 18 years of age.

The information on this form will be treated as **Strictly Confidential**. Any false information or omission of relevant information may mean the cancellation of any offer of employment or dismissal from employment if it has commenced. Please attach two passport photographs to this completed form and, if called for an interview, please bring your passport or your birth certificate or any other documentary proof that you are eligible to work in the UK.

<b>PERSONAL DETAILS</b>	
<b>SURNAME:</b>	<b>FIRST NAMES:</b>
<b>POSITION APPLYING FOR:</b>	<b>TELEPHONE (HOME):</b>
<b>ADDRESS (IN FULL):</b>	<b>TELEPHONE (MOBILE):</b>
<b>POST CODE:</b>	
<b>NATIONAL INSURANCE NUMBER:</b>	<b>EMAIL ADDRESS:</b>
<b>ARE YOU REQUIRED TO HOLD A WORK PERMIT?</b>  YES/ NO	<b>DO YOU HAVE ANY CRIMINAL CONVICTIONS?</b>  YES/ NO  (Declaration subject to the Rehabilitation of Offenders Act 1974)
<b>DO YOU HAVE ANY DISABILITIES THAT MIGHT AFFECT YOUR APPLICATION?</b> YES/ NO If YES, please tell us if: a) there are any reasonable adjustments we can make to assist you in your application b) there are any reasonable adjustments we can make to the job to help you carry it out..	
<b>NAME &amp; ADDRESS OF NEXT OF KIN</b>	
<b>POST CODE:</b>	<b>TELEPHONE:</b>

**EDUCATION**

FURTHER EDUCATION, TRAINING AND SCHOOLING					
DATES		UNIVERSITY, COLLEGE, SCHOOL	TYPE OF TRAINING (DAY RELEASE, FULL TIME, EVENING)	SUBJECTS STUDIED	QUALIFICATIONS
FROM	TO				

**EMPLOYMENT**

(SHOW LAST/ PRESENT EMPLOYMENT FIRST, INCLUDE ANY PERIOD OF UNEMPLOYMENT OR ATTACH C.V. ENSURING THAT THE INFORMATION ASKED FOR BELOW IS COVERED)

DATES		NAME & ADDRESS OF EMPLOYER	JOB TITLE/ MAIN DUTIES	SALARY & BENEFITS	REASON FOR LEAVING
FROM	TO				

**REFERENCES**

WE WILL ALWAYS APPLY FOR WORK RELATED REFERENCES - YOUR CURRENT EMPLOYER WILL NOT BE CONTACTED WITHOUT YOUR PERMISSION. IN THE EVENT OF DIFFICULTIES, WE MAY ALSO ACCEPT PERSONAL REFERENCES.

NAME & ADDRESS OF TWO REFEREES (OTHER THAN RELATIVES) WHO HAVE KNOWN YOU FOR AT LEAST THE LAST TWO YEARS		
NAME	ADDRESS	OCCUPATION

**OTHER INFORMATION**

PLEASE DETAIL BELOW ANY FURTHER SKILLS, QUALITIES AND ABILITIES THAT YOU FEEL SUPPORT YOUR APPLICATION (E.G. KEYBOARD SKILLS, LANGUAGES AS WELL AS ANY NON-WORK RELATED ACHIEVEMENTS)

WHERE DID YOU SEE THE VACANCY ADVERTISED?

**DECLARATION****DATA PROTECTION**

IF YOU ARE SUCCESSFUL IN YOUR APPLICATION, THE COMPANY WILL USE THE INFORMATION YOU HAVE PROVIDED ON THIS FORM FOR PERSONNEL RECORDS AND PAYROLL PURPOSES. WE MAY SHARE YOUR INFORMATION WITH ASSOCIATED BUSINESSES. YOU HAVE THE RIGHT TO ASK FOR A COPY OF THE INFORMATION HELD BY US AND THE RIGHT TO REQUIRE US TO CORRECT INACCURACIES IN YOUR INFORMATION. THE RETENTION OF EMPLOYEE RECORDS IS DECIDED UPON BY RELEVANT LEGAL AND BEST PRACTICE REQUIREMENTS.

IF UNSUCCESSFUL, YOUR APPLICATION FORM WILL BE RETAINED FOR A PERIOD OF 6 MONTHS AFTER WHICH TIME IT WILL BE DESTROYED. SHOULD YOU WISH TO BE CONSIDERED FOR A FURTHER POSITION AFTER THIS PERIOD YOU WOULD NEED TO RE-APPLY.

I CONFIRM THAT ALL INFORMATION SUBMITTED IS TRUE AND CORRECT, THAT THERE ARE NO MEDICAL OR OTHER REASONS THAT I KNOW OF WHICH PREVENT ME FROM UNDERTAKING THE DUTIES OF THE POST AND I UNDERSTAND THAT ANY FALSE INFORMATION OR OMISSION OF RELEVANT INFORMATION MAY MEAN THE CANCELLATION OF ANY APPOINTMENT WHICH IS ALSO MADE SUBJECT TO THE RECEIPT OF SATISFACTORY REFERENCES.

**DATE:**

**SIGNATURE OF APPLICANT:**

**PLEASE RETURN COMPLETED FORM BY EMAIL TO PURE MANAGEMENT LIMITED**

**info@henleyfestivalcatering.co.uk**

# HENLEY FESTIVAL

## Job Description

<b>Job Title:</b>	<b>Bar Team Member</b>
<b>Reporting to:</b>	<b>Bars Supervisor</b>
<b>Location:</b>	<b>Henley Festival, Henley Bridge Henley Upon Thames</b>
<b>When :</b>	<b>Wednesday 8<sup>th</sup> July 2020 to Sunday 12<sup>th</sup> July, 2020</b>

**General Purpose of the Job: To provide first class service making our customers feel valued as individuals and maximise all sales opportunities.**

### KEY RESPONSIBILITIES

To demonstrate commitment by being an active member of the Retail Team

To support other team members to ensure that the Retail Team works effectively to achieve financial targets and to meet or exceed the customers needs

To be friendly, professional and efficient at all times, when dealing with customers

To arrive on time and to be well groomed and in uniform before commencing duties

To dispense drinks and food in accordance with procedure and to keep the bars clean and tidy

To report any equipment/machinery faults or problems to line-manager as soon as possible

To maximise all sales opportunities (by up-selling) and to have a good knowledge of products

To ensure that all statutory procedures relating to licensing laws and weights and measures are adhered to at all times

To follow all hygiene practices, i.e. use an ice scoop, not hands, wash hands regularly, etc.

To follow all company cash, key and credit card procedures

To act as a 'Buddy/Mentor' to assist with other staff

To at all times adhere to safe working practices and actively support both our Health and Safety Policy and our Equal Opportunities Policy

To undertake any other reasonable duties as requested by Senior Management

This Job Description is not an exhaustive list of duties, but acts as a guideline for the post-holder

I understand and agree to the above responsibilities

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# HENLEY FESTIVAL

## Person Specification

### Job Title: Bar Team Member

#### Qualifications

Good Standard of Education

#### Characteristics

Committed to details

Team orientated

Proactive

#### Work Experience & Skills

Excellent communication skills, both written and verbal

Good Level of English

#### Knowledge

Has experience in retail or Customer Services

#### Health/Physical

Well groomed and of smart (or appropriate) appearance

Stamina

#### Personal Availability

To be able to work the following hours at Henley Festival

For a three hour training session at some stage the week before the Festival – time to be advised

Wednesday 8 <sup>th</sup> July 2020	15:00hrs to 00:30hrs (Thursday)
Thursday 9 <sup>th</sup> July 2020	17:00hrs to 00:30hrs (Friday)
Friday 10 <sup>th</sup> July 2020	17:00hrs to 01:30hrs (Saturday)
Saturday 11 <sup>th</sup> July 2020	17:00hrs to 02:30hrs (Sunday)
Sunday 12 <sup>th</sup> July 2020	17:00hrs to 00:30 hrs (Monday)
	10:00hrs to 15:30hrs (Optional)