



# City Catering

## Leeds Office

23 Albion Place  
Leeds, LS1 6JS  
Tel- 0113 246 5662  
Fax- 0113 246 5565

## London Office

Suite 8 & 9, 97 Mortimer St  
London, W1W 7SU  
Tel- 0207 9278304  
Fax- 0207 9278302

## Manchester Office

3rd Floor, Suite 307,  
Triangle Business Centre,  
Manchester M4 3TR  
Tel- 0161 839 6262  
Fax- 0161 838 5601

For Office Use Only - Processing Check List		Staff ID	Date
Passport copied, Including any visas, stamps and cove			
Other ID - Driving Licence, Birth Cert, Student Card			
Added To MM			
INTERVIEWER	CANDIDATE NO.	AVAILABLE FROM	
DATE	TEMP/PERM		
MR/MRS/MISS/MS (PLEASE CIRCLE)			
FORENAMES;			
SURNAME;			
ADDRESS			
POSTCODE;			
NATIONALITY			
PASSPORT/WORK PERMIT/ VISA NO.			
VISA VALID UNTIL			
TEL NO.		MOBILE.	
EMAIL			
DATE OF BIRTH / /			
SEX M / F MARITAL STATUS			
WHAT WAS YOUR ADDRESS 3 YEARS AGO			

CURRENT JOB
MIN SALARY
MAX SALARY
Do you drive? Y/N Own Transport? Y/N
Willing to transport staff? Y/N
DO YOU HOLD A CURRENT FULL, CLEAN UK DRIVING LICENCE?
YES/NO
DETAIL ANY ENDORSMENTS;
DO YOU HOLD ANY OF THESE CERTIFICATES? (TICK)
FIRST AID SILVER SERVICE
BASIC FOOD & HYGIENE CRB
CITY CATERING MAY BE REQUIRED TO PERFORM A SECURITY SEARCH ON YOUR DETAILS, WILL YOU ALLOW THIS? YES/NO
DO YOU HAVE ANY UNSPENT CRIMINAL CONVICTIONS? If yes please list below with dates:

GENERAL AVAILABILITY Please tick	M	T	W	T	F	S	S
MORNING							
AFTERNOON							
EVENING							
I DO/DO NOT AGREE TO OPT OUT OF THE 48 HOURS WORKING WEEK (DELETE AS APPROPRIATE)							
NATIONAL INSURANCE NO							
PLACE OF BIRTH							
IN EMERGENCY INFORM;							
NAME.....							
ADDRESS.....							
.....							
.....							
.....							
TEL NO (HOME).....							
(WORK).....							
(MOBILE).....							

**SKILLS AND EXPERIENCE-** Please tick the jobs that you have done before (EXP) or interested in doing (INT).

<b>CHEFS</b>	EXP IN	INT IN	<b>GENERALS</b>	EXP IN	INT IN	<b>EVENTS</b>	EXP IN	INT IN
HEAD CHEF			GENERAL ASSISTANT			SILVER SERVICE		
SOUS CHEF			KITCHEN PORTER			PLATE SERVICE		
CHEF DE PARTIE			FASTFOOD OPERATIVE			BAR SERVICE		
COMMIS CHEF			ROOM ATTENDANT			WINE SERVICE		
INDUSTRIAL CHEF			CASHIER			BUTLER		
DIRECTORS CHEF			CLEANER/DOMESTIC			DAY/NIGHT PORTER		
PASTRY CHEF			MANAGER ROLE			CELLAR		
PASTRY COOK			SUPERVISOR ROLE			MANAGER ROLE		
DOMESTIC COOK						SUPERVISOR ROLE		

**WORK HISTORY** (USE ADDITIONAL PAPER IF NEEDED)

<b>EMPLOYER</b>	<b>JOB DESCRIPTION</b>	<b>FROM</b>	<b>TO</b>

**TRAINING/QUALIFICATIONS** (USE ADDITIONAL PAPER IF NEEDED)

<b>DESCRIPTION</b>	<b>TRAINER</b>	<b>LOCATION</b>	<b>DATE</b>

**UNIFORM**

BLACK KNEE-LENGTH SKIRT		BLACK JACKET		FULL CHEF WHITES	
BLACK SMART TROUSERS		BLACK BOW TIE		CHEFS KNIVES	
WHITE LONG SLEEVED SHIRT		BLACK WAISTCOAT		WHITE COAT/OVERALLS	
BLACK TIGHTS (F) SOCKS (M)		EVENING SUIT		NON SLIP SHOES	
BLACK FLAT SHOES				SAFETY BOOTS	

**REFERENCES**

<b>COMAPANY NAME &amp; ADDRESS</b>	<b>CONTACT NAME</b>	<b>POSITION</b>	<b>TEL NO</b>	<b>DATE SENT</b>	<b>DATE BACK</b>

**COMMENTS (OFFICE USE ONLY)**

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**AGREEMENT DECLARATION**

My attention has been drawn to the fact the Timesheets MUST be returned no later by Monday at 12pm. By signing this I agree it is my responsibility to ensure that I have a fully completed timesheet or some evidence of having worked SIGNED by the client. In the event of a late arrival of the timesheet may result in a delay of payment in to my bank account.

The bank details that I have provided are my own and no-one elses. All wages will be paid through City Catering unless otherwise stated and are subject to PAYE and N.I contributions. I understand with my consent, my details may be forwarded to the police or any other authorities including the home office for any security reason.

The minimum hourly pay rate for any assignments given is the current statutory rate of pay applied by the government.

I have received a welcome book and understand all the information within it. I hereby agree to adhere to the rules and regulations of the company as set out in the welcome booklet.

Signed.....

Date.....