

# BRADBURY'S STAFF APPLICATION FORM, ATHY & NEWBRIDGE

BAKERS AND RESTAURATEURS SINCE 1938 ( FORM 027/1103 )

( PLEASE USE BLOCK CAPITALS) **PPS NO.# must be filled in or application will not be considered.**

NAME : \_\_\_\_\_ ADDRESS : \_\_\_\_\_

HOME PHONE NO . \_\_\_\_\_ DAY TIME PHONE NO . \_\_\_\_\_

MOBILE PHONE NO . \_\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_

MARITAL STATUS \_\_\_\_\_ NATIONALITY \_\_\_\_\_

**P.P.S. NO.** \_\_\_\_\_ E.U. Citizen YES NO PLEASE TICK

HAVE YOU OR DO YOU SUFFER FROM ANY SERIOUS ILLNESS? YES \_\_\_ NO \_\_\_

PLEASE SPECIFY \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE ? YES \_\_\_ NO \_\_\_

HAVE YOU EVER BEEN DISMISSED FROM EMPLOYMENT? YES \_\_\_ NO \_\_\_

IF YES , GIVE REASON \_\_\_\_\_

POSITION APPLIED FOR \_\_\_\_\_ LOCATION \_\_\_\_\_

EXPECTED HOURLY RATE OF PAY € \_\_\_\_\_ OR WEEKLY SALARY € \_\_\_\_\_

PLEASE STATE **THE MOST RECENT TWO PREVIOUS PLACES OF WORK ;**

Company name ;	Company name ;
Address ;	Address ;
Phone no .	Phone no .
Type of business ;	Type of business ;
Position held ;	Position held ;
Length of employment & start date	Length of employment & start date
Hourly rate of pay or salary	Hourly rate of pay or salary
Reason for leaving	Reason for leaving

If a position of employment is offered and accepted, I (candidates signature) \_\_\_\_\_

Agree to abide by the company's rules and health and safety regulations and I confirm that all the above information is true and accurate. date \_\_\_\_/\_\_\_\_/\_\_\_\_

**OFFICE USE ONLY Please read fully statement of terms & conditions of employment**

Interviewed by : \_\_\_\_\_ date \_\_\_\_\_ start date \_\_\_\_\_

## **STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT**

Name of new employee \_\_\_\_\_ d.o.b. \_\_\_\_/\_\_\_\_/\_\_\_\_

Employer ; John Bradbury, Leinster st., Athy, Co. kildare, Ireland .(hereinafter called "the company")

Date at which employment commences. \_\_\_\_/\_\_\_\_/\_\_\_\_

### **Duties and responsibilities ;**

Maintain good time keeping	Cleaning both daily and weekly	Retail and restaurant sales
Cash handling	Food preparation	Customer care and interaction
To ensure efficiency of operations	To offer advice and information	To act with integrity
To ensure good appearance and correct uniform at all times.		To work to the highest possible standards
To conduct your self courteously and professional with the public and other members of staff & create a friendly and professional environment		To ensure good presentation
To follow instructions from senior staff	To act with honesty at all times	To maintain the companies image

**Probation and remuneration;** 4 week trial period @ € \_\_\_\_\_ hourly rate  
48 week probation @ € \_\_\_\_\_ hourly rate / salary \_\_\_\_\_

The company reserves the right to end employment during the 52 week probation period.

**Place of work;** you will normally be required to work at the company's Athy or Newbridge Premises, but you may be required, from time to time, to work at the premises of such subsidiary companies or organizations as the company may require.

**Hours of work;** 5 days per week which will include weekends and bank holidays, daily hours of work will fall between 7.00 a.m. and 7.00 p.m. or the local retail hours and seasonal retail hours, example; Christmas trading hours. Notice of your working week will be in the form of a weekly rota, posted in advance as is reasonably practicable.

**Sick pay** is at the discretion of the company.

**Bank holidays;** After 10 days (100 hours) actually worked you will be entitled to bank holidays either as a paid day off or another paid day off in lieu of the bank holiday or total payment in lieu of the bank holiday, Part time staff shall be entitled to one fifth of their average weekly pay as payment for bank holidays.

**Annual leave** your holiday entitlement shall be in accordance with the provision of the working time act 1997.

**Lay off and short time** the company reserves the right to lay you off work or reduce hours where, through circumstances beyond its control, is unable to maintain you in employment or maintain you in full time employment. You will receive as much notice as is reasonably possible prior to such lay offs or short time. You will be paid for hours actually worked during periods of short time.

**Absence** in the event of absence from work you are required to contact the company as soon as possible, preferable the day before, and at least by 9.30 a.m. on the first day of absence. A certificate from a qualified medical practitioner must be submitted on the third day of continuous absence and on a weekly basis thereafter. The company reserves the right to have you examined by its own medical practitioner. If you are fit for work, you must show for work.

**Search** the company reserves the right to search your person, property and vehicle on or departing from the company premises.

**Notice of termination** except in circumstances justifying immediate termination of your employment by the company you will be entitled to receive the appropriate period of notice set down in the minimum notice and terms of employment act 1973-1991. Your employment may be terminated without notice for serious misconduct or failure to carry out such duties as may be assigned to you by the company from time to time. You are required to give 1 weeks notice of termination of your employment in the first year and 1 weeks notice for every subsequent year of continuous employment. Nothing in this agreement shall prevent the giving of a lesser period of notice by either party where it is mutually agreed.

**Dismissal.** Infringement of a term of this contract or of established company rules can lead, depending on the gravity of the breach, to an informal or formal warning, suspension with or without pay, transfer to other duties and loss of privileges. You may be dismissed from the company for incompetence, misconduct, incapacity, and failure to carryout instructions, redundancy or dishonesty.

**Dismissal without notice** (summary dismissal) no list of offences can be exhaustive, but some examples which could amount to gross misconduct within the company and thus likely to result in summary dismissal (i.e. Without notice) include; race discrimination, sex discrimination, breach of licensing or gaming laws, breach of food safety regulations, consuming alcohol or drugs on company premises without permission, attending work under the influence of alcohol or drugs, gaming on company premises at any time, entertaining friends or family on company premises without permission, physical attack or assault, offensive or indecent behavior or rudeness to patrons while undertaking company business or in relation to company business, serious neglect of duties or disobedience of any proper order or reasonable instruction given , this is to include walking out while on the job without notice and permission, falsification of company records, or breach of confidentiality, non observance of the company's health and safety and fire procedures, breach of cash handling, till, stock procedures, dishonesty, for example, borrowing money from the company without permission, misappropriation of money, unauthorized removal of goods, unauthorized transfer of money or goods to another branch, attempts to defraud the company, the public or other members of staff, unauthorized consumption of goods or beverages.

I (employees signature) \_\_\_\_\_ have read and understand the above and agree to abide to the above statement. Date \_\_\_\_/\_\_\_\_/\_\_\_\_

On behalf of the company (signature) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_