



**COFFEE FROM THE HEART**

## Application Form

Please fill in all parts of this form in BLOCK CAPITALS and send it to the address listed on our website

Position applied for:

## Personal Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Telephone number: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email: \_\_\_\_\_ Age Bracket:  Under 16  16-17  18+

Please attach a copy of at least one of the following to this form as evidence of your entitlement to work in this country. Please tick the relevant box.

- British passport or UK or Irish birth certificate  Certificate of registration / naturalization as a British Citizen  
 Passport showing right to live in the UK  EEC passport or identity card  
 Non European passport with relevant work visa  Any other document that supports your eligibility to work in the UK

State the hours you are available to work:  8-16 hours  16-20  20-35 hours

State your availability to work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From (time)							
To (time)							

What qualities do you do you have that make you suitable for the position?

Why do you believe fair-trade and organic produce is so important to Café Africa?

What would you contribute to the youth focus the café wishes to have?

## Health Information

Please give details and dates of any serious injuries or recurring illnesses from which you suffer / have suffered:

Please give us details of any condition / disability that could affect your ability to do this job. What reasonable adjustments could we make to enable you to work with us?

## History of Convictions

Have you ever been convicted of a criminal offence, which is not a spent conviction within the terms of the Rehabilitation of Offenders (Northern Ireland) order 1978? If yes, please give full details. Any failure to declare may result in dismissal.

## Education and Training – Please list your last two places of education / training

Qualifications achieved or being studied	Grades

## Employment History – Please list your last three employers

Length of service:	Name & address of employer and type of business:	Rate of pay:	Position:
		Average number of hours worked each week:	Reason for leaving:
What were your duties?			
Manager's name:	Telephone number:	May we contact them? Yes / No	

## References – Please give the names of two referees (not related to you), who can be contacted to provide a reference

Name:	Address and telephone number:	How do you know this person?

My signature confirms that all the information given of this application form is true and complete. I understand that any falsification or deliberate omission may disqualify my application or lead to my dismissal. I confirm that I am entitled to work in the UK. I understand that my employment is subject to references that are satisfactory to Café Africa

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