



Chef Job Application Form

1. Personal Information

- **Full Name:** _____
- **Address:** _____
- **Phone Number:** _____
- **Email Address:** _____
- **Right to Work in the UK?** ☐ Yes ☐ No **Share Code** _____
- **National Insurance Number:** _____

2. Position Applying For

- ☐ Head Chef
- ☐ Sous Chef
- ☐ Chef de Partie
- ☐ Commis Chef
- ☐ Pastry Chef
- ☐ Other: _____
- **Full-time / Part-time / Temporary / Contract:** _____
- **Earliest Start Date:** _____
- **Holiday dates:** _____

3. Work Experience (Add more lines if needed)

Most Recent Employer

- **Company Name:** _____
- **Position held:** _____
- **Start Date – End Date:** _____
- **Responsibilities:** _____

Previous Employer

- **Company Name:** _____
- **Position held:** _____
- **Start Date – End Date:** _____
- **Responsibilities:** _____



4. Qualifications & Training (please send copies)

- Culinary Certifications (NVQ, Level 2/3, etc.):
- Food Hygiene Level: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 Valid 24 Months
- Allergen Awareness Training: ☐ Yes ☐ No Valid 12 Months
- Other Relevant Training:

5. Skills & Specialities

Tick all that apply:

- ☐ Grill
- ☐ Pastry
- ☐ Cold Prep
- ☐ Butchery
- ☐ Menu Development
- ☐ Stock Control
- ☐ Costing & Budgeting
- ☐ Food Presentation
- ☐ High-Volume Service
- ☐ Other:

6. References

Reference 1

- Name: _____
- Job Title: _____
- Company: _____
- Phone: _____
- Email: _____

Reference 2

- Name: _____
- Job Title: _____
- Company: _____
- Phone: _____
- Email: _____

7. Additional Information

Please include any details about availability, holidays booked, notice periods, or other relevant information:



HEALTH DECLARATION

Bowel Problems		Diabetic		Asthma		Back and joint pain	
Depression		Allergies		Fits/Epilepsy		ADHD Medication	
Stress		Dizziness		Chest Pain		Repetitive Strain	
Skin Problems		Ulcers		Hernias		Heart problems	

If you have answered yes to any of the above please explain below:

.....

.....

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 of this job?

Yes No

If yes please provide further details:

If selected for interview, do you require and assistance/ adaptations to help you attend

Yes No

Please provide further details :

OTHER INFORMATION

Health

Please state the number of days sickness in last 2 years

Your Health Declaration

I am aware of the need for adequate rest periods during the working day when I'm working nights. I will ensure I get sufficient rest. I will NOT take alternative employment paid or unpaid during the daytime which may have a detrimental impact on my ability to carry out my duties or vice versa. I will carry out my work legally, safely and efficiently.

I agree to report to SRS Limited any changes in my health during the course of my employment.

TEMPORARY DECLARATION

Rehabilitation of Offenders Act 1974

Do you have any criminal convictions other than that treated as spent under the Rehabilitation of Offenders Act 1974 and those disclosed if any, on this form?

YES/NO If yes please explain

If yes please explain



SRS LTD TERMS OF ENGAGEMENT FOR TEMPORARY WORKERS

1. Definitions: 1.1 In these terms of engagement the following definitions apply. "Assignment" means the period which the temporary worker is supplied to render services to the clients. "Client" means the person, firm or corporate body requiring the services of the temporary worker together with any subsidiary or associated company as defined by the companies act 1985.

"Employment business" means SRS Ltd of The Mill, Horton Road, Stanwell Moor, Staines Middlesex TW19 6BF. "Temporary worker means you. "Relevant period" means the longer period of either 14 weeks from the 1st day on which the temporary worker worked for the client, or 8 weeks from the day after the temporary worker was last supplied by the employment business to the client.

1.2 Unless the context otherwise requires, references to the singular include the plural.

1.3 The headings contained in these terms are for convenience only and do not affect their interpretation.

2. The Contract

2.1 These terms constitute a contract for services between SRS Ltd and temporary worker and they govern all assignments undertaken by the temporary worker. However, no contract shall exist between SRS Ltd and the temporary worker between assignments.

2.2 For the avoidance of doubt, these terms shall not give rise to a contract of employment between SRS Ltd and the temporary worker.

2.3 No variation or alternation to these terms shall be valid unless the details of such variation are agreed between SRS Ltd and the temporary worker and set out in writing and a copy of the varied terms is given to the temporary worker stating the date on or after which such varied terms shall apply.

3. Assignments - The first day will be the first occasion on which a temporary worker is supplied to work for the client or the first day of an assignment where there has been more than 42 days since the end of any previous assignment.

3.1 SRS Ltd will endeavour to obtain suitable assignments for the temporary worker to work as a

Head Chef/Sous Chef/ Chef de Partie/Commis/ KP/ FOH /BOH

The temporary worker shall not be obliged to accept an assignment offered by SRS Ltd

3.2 The temporary worker acknowledges that the nature of temporary work means that they may be periods when no suitable work is available and agrees: that the suitability of work to be offered shall be determined solely by SRS Ltd: SRS Ltd shall incur no liability to the temporary worker should it fail to offer opportunities to work in the above category or in any other category; and that no contracts shall exist between the temporary worker and the employment business during periods when the temporary worker is not working on an assignment.

3.3 At the same time as an assignment is offered to the temporary worker SRS Ltd shall inform the temporary worker of the identity of the client, and if applicable the nature of their business; the date the work is to commence and the duration or likely duration of the work; the type of work, location and hours during which the temporary worker would be required to work; the rate of the remuneration that will be paid and any expenses payable by or to the temporary worker; and any risks to health and safety known to the client in relation to the assignments and the steps the client has taken to prevent or control such risks. In addition, SRS Ltd shall inform the temporary worker what experience, training, qualifications, and any authorisation required by law or a professional body the client considers necessary, or which are required by law to work in the assignment.

3.4 Where such information is not given in paper form or by electronic means it shall be confirmed by such means by the end of the 3rd business day (excluding Saturday, Sunday and any public or bank holiday) following save where:

3.4.1 The temporary worker is being offered an assignment in the same position as one in which the temporary worker has previously been supplied within the previous 5 business days, and such information has already been given to the temporary worker: or

3.4.2 Where, subject to clause 3.5, the assignments is intended to last for 5 consecutive working days or less and such information has previously been given to the temporary worker before and remains unchanged.

3.5 Where an assignment is for 5 consecutive working days or less and the provisions of clause 3.4.2 are met, the employment business need only provide the temporary worker with written confirmation of the identity of the hirer and the likely duration of the work. If the assignment extends beyond the intended 5 consecutive working day period SRS Ltd shall provide such information set out in clause 3.3 to the temporary worker in paper or electronic form within 8 days of the start of the assignment.

3.6 For the purpose of calculating the average number of weekly hours worked by the temporary worker on an assignment, the start date for the relevant averaging period under the working time regulations shall be the date on which the temporary worker commences the first assignment.



3.7 If, before the first assignment, during the course of an assignment or within the relevant period the client wishes to employ the temporary worker direct or through another employment business, the temporary worker acknowledges that the employment business will be entitled either to charge the client a fee or to agree an extension of the hiring period with the client at the end of which the temporary worker maybe engaged directly by the client or through another employment business without further charge to the client. In addition, the employment will be entitled to charge a fee to the client if the client introduces the temporary worker to a third party who subsequently engages the temporary worker within the relevant period.

4. Remuneration

4.1 SRS Ltd shall pay to the temporary worker remuneration calculated at a minimum hourly rate of £..... being the minimum rate of remuneration that SRS Ltd reasonably expects to achieve, for all hours worked. The actual rate will be notified on a per assignment basis, for each hour worked during an assignment (to the nearest quarter hour) to be paid weekly in arrears, subject to the deductions in respect of PAYE pursuant to sections 44/47 of the income tax (earnings and pensions) act 2003 and class 1 National Insurance contributions and any other deductions which SRS Ltd maybe required by law to make.

4.2 Subject to any statutory entitlement under the relevant legislation, the temporary worker is not entitled to receive payment from SRS Ltd or clients for time not spent on assignment, whether in respect of holidays, illness or absence for any other reason unless otherwise agreed.

5. Statutory Leave – As per Toplines TOB N/A if a limited company

6. Sickness absence – SMP – Paternity – Adoption (if applicable) As per Toplines TOB N/A if a limited company

6.1 The temporary worker may be eligible for statutory sick pay if he/she meets the relevant statutory criteria.

6.2 For the purposes of the statutory sick pay scheme there is one qualifying day per week during an assignment and that qualifying day shall be the Wednesday in every week. You must produce a doctor's certificate after the 3rd working day.

7. Timesheets

7.1 At the end of each week of an assignment (or at the end of the assignment where it is for a period of one week or less or is completed before the end of a week) the temporary worker shall deliver to SRS Ltd a time sheet duly completed to indicate the number of hours worked during the preceding week (or such lesser period) and signed by an authorised representative of the client.

7.2 Subject to clause

7.3 SRS Ltd shall pay the temporary worker for all hours worked regardless of whether SRS Ltd has received payment from the client for those hours.

7.3 Where the temporary worker fails to submit a properly authenticated time sheet SRS Ltd shall, in a timely fashion, conduct further investigations into the hours claimed by the temporary worker and the reasons that the client has refused to sign a timesheet in respect of those hours. This may delay any payment due to the temporary worker. SRS Ltd shall make no payment to the temporary worker for hours not worked.

7.4 For the avoidance of doubt and for the purposes of the working time regulations, the temporary worker's working time shall only consist of those periods during which he/she is carrying out activities or duties for the client as part of the assignment. Time spent travelling to the client's premises, lunch breaks and other rest breaks shall not count as part of the temporary worker's working time for these purposes.

8. Conduct of assignments

8.1 The temporary worker is not obliged to accept any assignment offered by SRS Ltd, but he/she does so, during every assignment and afterwards where appropriate, he/she will:

a) Co-operate with the client's reasonable instructions and accept the direction, supervision, and control of any responsible person in the client's organisation.

b) Observe any relevant rules and regulations of the client's establishment (including normal hours of work) to which attention has been drawn or which the temporary worker might reasonably be expected to ascertain).

c) Take all reasonable steps to safeguard his or her own health and safety and that of any other person who may be present or be affected by his or her actions on the assignment and comply with the health and safety policies and procedures of the client.

d) Not engage in any conduct detrimental to the interests of the client.

e) Not at any time divulge to any person, nor use for his or her own or any other person's benefit, any confidential information relating to the clients of SRS Ltd employees, business affairs, transactions, or finances.



8.2 If the temporary worker is unable for any reason to attend work during an assignment, he/she should inform the SRS Ltd 0800 047 2025 within one hour of the commencement of the assignment or shift.

8.3 If, either before or during an assignment, the temporary worker becomes aware of any reason why he or she may not be suitable for an assignment, he shall notify SRS Ltd without delay.

9. Termination

9.1 SRS Ltd or the client may terminate the temporary worker's assignment at any time without prior notice or liability.

9.2 If the temporary worker does not inform SRS Ltd in accordance with clause 8.2 should they be unable to attend work during an assignment this will be treated as termination of the assignment by the temporary worker in

accordance with clause 9.2 unless the temporary worker can show exceptional circumstances prevented him/her from complying with clause 8.2.

9.3 If the temporary worker is absent during an assignment and the contract has not been otherwise terminated under clauses 9.1, 9.2, above SRS Ltd will be entitled to terminate the contract in accordance with clause 9.1 if the work to which the absent worker has assigned is no longer available for the temporary worker.

9.4 If the temporary worker does not report to SRS Ltd to notify his/her availability for work for a period of 3 weeks the payroll company will forward his/her P45 to his/her last known address.

10. Law These terms are governed by law of (England and Wales/Scotland/Northern Ireland) and are subject to the exclusive jurisdiction of the courts of (England and Wales/Scotland/Northern Ireland).

Working Time Regulations 1998 – 48-Hour opt Out Letter

Under the Working Time Regulations 1998 a worker's average weekly working time (including overtime) calculated over a rolling 17-week period must not exceed 48 hours.

The Regulations provide that this limit will not apply where a worker has agreed with his Employer, in writing, that it should not apply in his case.

I am therefore asking you to agree to opt out to enable you to decide on your own hours of work.

You may withdraw your agreement by giving the Company three months advance notice in writing. Please confirm your agreement by signing where indicated on the section below.

I agree that the limit specified in Regulation 4 (1) of the Working Time Regulations 1998 shall not apply in my case.

Signed:

Name::

Date:

Declaration by applicant

- I declare that the information given is complete and accurate.
- I declare that I have no criminal convictions other than any treated as spent under the provisions of the Rehabilitation of Offenders Act 1974 and those disclosed on the form.
- I declare that I accept that any misrepresentation of the facts is a ground for refusal of employment or disciplinary proceedings (and, in appropriate cases, criminal charges).
- I authorise approaches to be made to former employers, educational establishments, government agencies and personal referees for verification of the information I have supplied within this form.
- I accept that if the activities for which I am to be deployed require a CTC the CAA or its agents will carry out a CTC and that deployment on any such activities is conditional on the satisfactory result of such a check.
- I am aware no fees will be charged for job hunting.
- I agree to the terms of engagement, GDPR policy, health declaration and have received a Staff Manual and have seen the Health and Safety video and I am responsible for conducting my duties in line with HSE regulations.

Signature:

Name:

Date:



Office to complete Only

Interviewer Notes

I am satisfied that the information provided by the Applicant during this interview has been recorded within this pack and will now be retained as part of the Applicant's recruitment record.

Signature of Interviewer: _____ **Date:** ____/____/____

Print Name: _____

Additional Notes *(Interviewer to complete)*