



Royal Seven Stars Hotel  
*...at the heart of Totnes*

## Job Application Form

All information given is for internal use only, and treated in the strictest confidence

**Position applied for:**

Surname:

First name:

Title:

Date of Birth:

Current Address:

Town and Country of Birth:

Telephone No:

Marital Status:

Nat.Ins No:

Dependent children under 18yrs:

Name of Next of Kin:

Relation to you:

Address:

Telephone No:

**Please give details of employment over the last two years (most recent job first)**

<b>1. Job Title:</b>	
Start date:	Finish date:
Company Name:	
Company address:	
Wages received:	Reason for leaving:

<b>2. Job Title:</b>	
Start date:	Finish date:
Company Name:	
Company Address:	
Wages received:	Reason for leaving:

<b>3. Job Title:</b>	
Start date;	Finish date:
Company Name:	
Company Address:	
Wages received:	Reason for leaving:

If more than 3 jobs in the last two years, please state number:

### **GENERAL INFORMATION**

List general education qualifications(GCSE's, A Levels etc):

List further education courses undertaken (College courses, Vocational etc.):

Do you have a food Hygiene certificate?

Do you have a driving license?

Do you have a first aid certificate?

Are you a member of a Trade Union?

Please list any sports, or activities pursued:

Do you have a criminal record: No Yes (Please circle), if Yes, please give details.

Do you suffer from any disability or recurring medical condition: No Yes ( Please circle), if Yes please give details:

**Please give 2 references(all references will be taken up):**

Name:  
Address:  
Telephone:

Name:  
Address:  
Telephone:

**Date of availability, or notice required by current employer:**

What is your expected wage/salary?

Signed:

Date:



**The Royal Seven Stars Hotel**\*\*\*  
*...at the heart of Totnes*  
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**PRE-EMPLOYMENT QUESTIONNAIRE  
STAFF PERSONAL HYGIENE AND WORK RULES**

**Name:** .....

**Date:** .....

- |    |   |       |
|----|---|-------|
| 1. | Have you now, or have you over the last seven days, suffered from diarrhoea and/or vomiting?  | Y / N |
| 2. | At present are you suffering from:  |       |
|    | i) skin trouble affecting hands, arms or face?  | Y / N |
|    | ii) boils, styes or septic fingers?   | Y / N |
|    | iii) discharge form eye, ear or gums/mouth?   | Y / N |
| 3. | Do you suffer from:   |       |
|    | i) recurring skin or ear trouble?   | Y / N |
|    | ii) a recurring bowel disorder?   | Y / N |
| 4. | Have you ever had, or are you known to be a carrier of, typhoid or paratyphoid?   | Y / N |
| 5. | In the last 21 days have you been in contact with anyone, at home or abroad, who may have been suffering from typhoid or paratyphoid? | Y / N |

**F18 STAFF PERSONAL HYGIENE AND WORK RULES**

1. Avoid direct handling when preparing or serving cooked ready to eat products.
2. All staff must wear clean overalls when handling food. Overalls and must not be worn outside the premises, except when involved with delivery.
3. Staff must not wear watches or jewellery, except a plain band wedding ring and small sleeper earrings.
4. Staff must not wear strong perfume or aftershave.
5. Food and drink must not be consumed in the food preparation or service areas and may only be consumed in food rooms or store room when it will not cause contamination to any of the products.
6. Hands must be washed thoroughly with soap and water:  
Before starting work / After breaks / After visiting the toilet or on return to the workplace  
After coughing into the hand or using a handkerchief / Before handling cooked meat / After eating, drinking or smoking / After touching face or hair / After carrying out any cleaning.
7. Staff must not lick fingers when handling wrapping materials.
8. Staff must not blow their nose, or cough or sneeze over food.
9. Hair and fingernails must be kept clean. Nail varnish must not be worn.
10. Staff must inform the manager if they are suffering from vomiting, diarrhoea, other stomach upsets, skin complaints or cuts. Cuts and abrasions must be covered by an easily detectable waterproof dressing, e.g., blue in colour.
11. Food should be handled as little as possible.
12. Staff must ensure that raw food does not come into contact with cooked/ready to eat food.
13. Staff must not use the same equipment or working surfaces for raw and cooked ready to eat foods without thoroughly cleaning and disinfecting them first.
14. Staff must protect food at all times from contamination.
15. Keep food containers off the floor.

If the answer to any question is “yes” the individual should not be employed as a food handler until medical advice has been obtained.

Signed employee:..... Date:.....

SIGNED CHEF: PRINT CHEF:  
DATE:

SIGNED MANAGER: PRINT MANAGER:  
DATE:

AUDIT SIGNED: PRINT AUDIT:  
DATE: