

Seasonal Vacancies 2017 - Application Form

Thank you for your interest in working at Almond Valley. Please complete this application form IN FULL; add a CV if you wish. No other form of application will be considered.

Which post(s) are you interested in?

Tearoom Assistant

Visitor Services Assistant

1.) Is this the right job for you ?

Work at Almond Valley may involve long periods of standing, some lifting and carrying, and a range of cleaning tasks. Can you confirm that you are comfortable with these elements of the job?

YES

NO

It's difficult to predict how many visitors we will receive on any day, so work can sometimes be fast-paced and a little hectic. Families with children can be noisy and demanding. Would you be comfortable working in such an environment ?

YES

NO

Are you aged over 16 years old ?

YES

NO

Are you legally entitled to work in the UK?

YES

NO

If you have answered "NO" to any of the above questions, it seems unlikely that you are suited to work at Almond Valley.

2.) Personal Details

First names / Forenames

Surname / Family name

Current Address

Postcode

Home telephone No.

Mobile

Are you over 18 years of age (as legally required for railway guard duties)

YES

NO

3.) Education

If you are a student, which university of college do you attend?

What course of study ?

When will your course be completed?

What is your highest level qualification?

4.) Employment History

	Dates: from....until	Name and Address of Employer	Job Title	Reason for leaving
most recent				
previous				

5.) About You

In 20 words or less, tell us what you think you would enjoy most about a job at Almond Valley:

Suggest three words that sum up your personality.

How would you travel to work at Almond Valley?

What do you feel has been your greatest achievement so far?

We're looking for nice simple answers, just write in the box - no need for essays on extra sheets of paper !

6.) Your Availability

When would you be available to start work at Almond Valley?

How many hours per week would suit you best ?

0-16 hrs 16-20 hrs 20-35 hrs 35+ hrs

What pattern of work would suit you best ?

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

A standard working week is of 40 hours, five days in seven, normally 9 am. to 5.00 or 5.30 pm.
We've greatest demand for staff during holiday periods and at weekends when Almond Valley is busiest.

Tell us about when you would be available for work.

We find that many students are available full time over the Easter holidays, then need to suspend their employment or work restricted hours over the exam season, before resuming with us over the summer

7.) Training and Skills

For Tearoom Positions:

Have you ever held a REHIS (or equivalent) Elementary Food Handling Certificate?

YES	NO
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If so, is that certificate still current?

YES	NO
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Do you have any other skills, interests or qualifications that might be relevant to a job at Almond Valley?

8.) References

Please give us the name of two people who can be contacted to provide a reference for you. At least one should be work related. If this is your first job, please give a tutor / lecturer's name

Name	Telephone	e-mail	How do you know this person?

Have you ever been convicted of a criminal offence which is not a spent conviction within the terms of the Rehabilitation of Offenders Act 1974. If yes, please give full details

9.) Declaration

My signature confirms that all the information given on this application is true and complete. I understand that any falsification or deliberate omissions may disqualify my application or lead to my dismissal. I confirm that I am entitled to work in the UK and can provide original documentation to confirm this.

Signed	Date
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Do you require any specific adjustments to enable you to attend an interview and/or job experience session at any stage of the recruitment process? If "Yes", please give details.

Thank you for your application to work at Almond Valley. Due to the level of applications that we receive we are sorry that we are unable to respond personally to each. Candidates selected for interview will normally be notified within 14 days from receipt of application.

In compliance with the Data Protection Act, the personal information that you disclose to us as part of the recruitment process will be used only for the purposes of that process. If your application is successful, and you accept an offer of employment, the application form, references and any other information you supply will be used to form the basis of your personal record. If your application is unsuccessful your personal information will be retained securely for a period of six months and then destroyed.

Outline Job Descriptions

A fuller description of job roles will be issued with offer of employment.

Seasonal Tearoom Assistant

The catering team at Almond Valley undertake a wide range of activities including:

- Food preparation and kitchen operation
- Serving customers at counters, operating tills and handling cash
- Delivering food to tables and clearing them subsequently
- Cleaning and dishwashing
- Stock handling
- Preparing and clearing parties
- Serving at kiosks
- Supervising soft play

All are active roles in which maintenance of a tidy, clean and hygienic workplace is essential at all times. During peak periods, the tearoom can be a busy and pressurised working environment. Seasonal Catering Assistants will be trained in some or all of these activities, depending of need, aptitude, and experience.

Seasonal Visitor Service Assistant

The Visitor Services team undertake a wide range of duties including:

- Staffing the reception desk where you greet visitors, issue tickets, operate tills and staff the gift shop.
- Answering enquiries in person or on the phone, taking bookings, handling cash, and undertaking many other duties associated with day-to-day operation of the centre.

Your job may also include site patrol, tidy team duties and assistance with rides and events.

The successful candidate is likely to be someone to whom good customer care comes as second nature, who is happy and able to carry responsibility, will act on their own initiative and make sound judgements when required to do so. A head for numbers also helps.

You are likely to have several years experience of dealing face-to-face with customers, in a retail or hospitality environment, and are confident in your abilities to respond to all eventualities. You must be at least 18 years old to enable you to serve as guard in railway rides