



**JOIN THE
STAMPED...**

Become part of the team

ALL ABOUT US

Smith & Western is a dynamic family owned restaurant group who prides itself on excellent food in an entertaining environment for all the family. We're big on training, big on rewards and big on giving you the chance to grow within the organisation.

Please use this form to apply for a job as a Team Member, working either front of house as waiting or bar staff, or in the kitchen as a chef or kitchen assistant. If you're ambitious, it's worth noting that many of our managers started out as Team Members and worked their way up. We also recruit students and people who want to work seasonally. The choice is yours.

Good luck with your application

HOW THE RANGE WORKS

Quality, value, image and conduct mean everything at Smith & Western. So here are a few things you need to feel comfortable with before joining us.

Flexibility

We ask you to be flexible when it comes to your hours and duties and sometimes, your location. The more flexible you are, the better. You also need to be punctual.

Teamwork

We love individuality as much as we love teamwork and everyone here pulls together as a team.

Customer Service

The customer always comes first, so you must always be polite, efficient and helpful, no matter how your day is going. If you are serving friends or relatives, it's important that you treat them as you would any other customer - no favours, no discounts, no behind-the-scenes tours.

Personal Hygiene

This is vital in our business. Your hair, face, hands and body must be clean, your nails well scrubbed and manicured and unvarnished, your appearance smart and well groomed. We don't normally accept facial jewellery or unusual hairstyles. Long hair should be tied up or back. We may also ask you to cover up any visible tattoos.

Uniform

Your role will mean wearing a uniform. If so, it's your responsibility to make sure it's clean, ironed and in good repair at the start of every shift. If you are successful with this application, we'll give you a contract of employment and an employee handbook on your first day. Everything you need to know about the policies and procedures relating to your employment with Smith & Western will be in these.



Contact Details

Surname Forename

Full Home Address

Postcode

NI Number Date of Birth

Home Number Mobile

Email Address

Position Applied For Bussers Servers Bar Tender

Chef Kitchen Porters

Manager

Location Boxhill Chichester Horsham

Lingfield Royal Tunbridge Wells Tilgate Park

Your Availability

Smith & Western restaurants are typically open 7 days a week for 363 days a year. Many shifts start before the restaurants open for our customers, and likewise many shifts end long after the last customer has left at night.

Number of hours available for work:

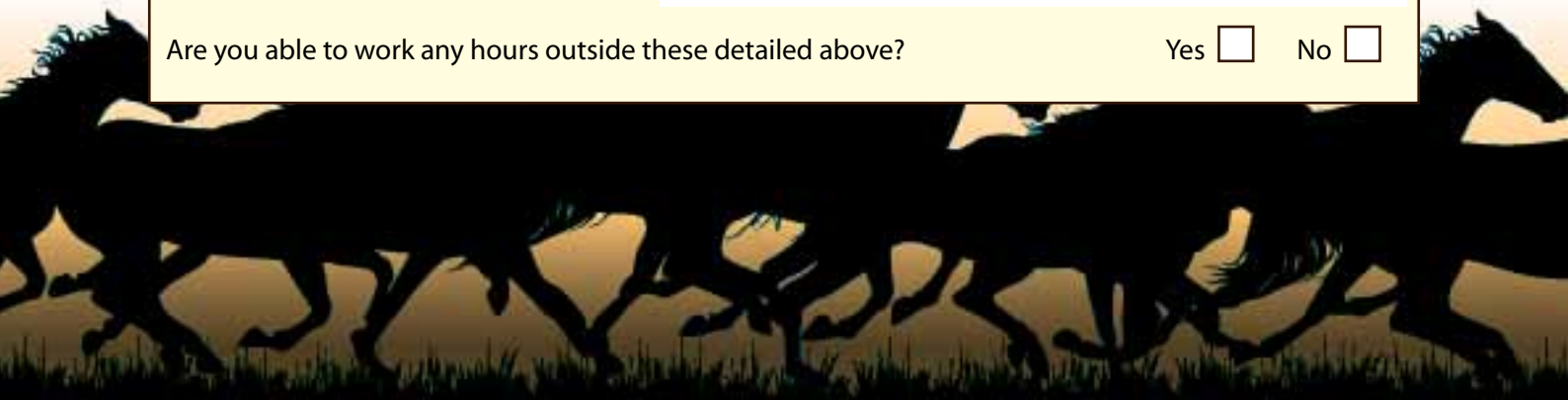
Full Time (30 hours or more per week) Part Time (29 hours or less per week)

Please indicate when you are available to work

Time/Day	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Earliest Start Time (am/pm)							
Latest Finish Time (am/pm)							

When can you commence work with us?

Are you able to work any hours outside these detailed above? Yes No



Our Restaurants

Why do you want to join Smith & Western?

I want career and progression with Smith & Western

I want seasonal work

What attracts you to the position that you have applied for?

Your Previous Experience

We will contact your most recent employer for a reference, should you be successful.

Dates From/To	Employers Name, Address/telephone no	Job Title, pay & Responsibilities	Reason for Leaving

Your Qualifications/Skills

Please give details of any skills you have that are relevant to this application

How did you learn of this vacancy? Internet Job Centre Advertisement

Other, please state

Do you have any friends or relatives that work for Smith & Western Restaurants? Yes No

If yes, please give details:

Have you ever worked for Smith & Western before? Yes No

If yes, please give details of restaurant and reason for leaving

Your References

Please provide name, address and email of two employment references to support your application. Your present employer will not be contacted without your consent. For applicants who have not been previously employed, please provide educational or personal references (*not family*).

1. Name	<input type="text"/>	2. Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Tel	<input type="text"/>	Tel	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
<i>Reference Type</i>		<i>Reference Type</i>	
Employer <input type="checkbox"/>	School <input type="checkbox"/>	Employer <input type="checkbox"/>	School <input type="checkbox"/>
College <input type="checkbox"/>	Personal <input type="checkbox"/>	College <input type="checkbox"/>	Personal <input type="checkbox"/>

Equal Opportunities

Smith & Western is an equal opportunities employer and do not discriminate on the grounds of sex, sexual orientation, race, colour, creed, national or ethnic origin, nationality, religion, marital or parental status, age or disability. To enable us to monitor our equal opportunities policy, please answer the following questions.

The information provided will be used for no other purpose and will be treated as confidential.

Nationality

Gender Male Female

Ethnic Group

White

British

Irish

Other White, *please specify*

Black

Black Caribbean

Black African

Other Black, *please specify*

Asian/Asian British

Indian

Pakistani

Bangladeshi

Other Asian, *please specify*

Chinese

Other Chinese, *please specify*

Arab/Middle Eastern mixed

Arab

North African

Iraqi

Kurdish

Other Arab, *please specify*

White & Black Caribbean

White & Black African

White & Asian

Other Mixed, *please specify*

Right to Work in the UK (Asylum & Immigration Act 1996)

We ask that all candidates provide us with proof of eligibility of employment at the interview stage. In the event that you are invited for an interview, please bring original documentation, as well as a copy.

Please be aware that checks may be carried out on your documentations and on your NI Number.

The list below may help in providing this documentation; further documents can be found at www.ind.homeoffice.gov.uk

Either one of these documents

- A UK or European Area Passport
- A UK residence permit issued to a national from a EEA country or Switzerland
- A UK endorsed travel document

Or

A document with evidence of a permanent National Insurance number (P45, P60)

And one of the following

- A birth certificate (full A4 size)
- A certificate of naturalisation/registration as UK citizen
- An endorsed letter from the Home Office
- A work permit

• A work permit And one of the following

- A passport or travel document endorsed by the Home Office
- An endorsed letter issued by the Home Office

I can provide confirmation that I am legally entitled to work in the UK

Yes

No

Bank Account

It is a condition of employment that you have an account. Do you possess a bank/building society account into which we can pay your wages every fortnight?

Yes

No

Other

Are you registered disabled?

Yes

No

If yes, please give details

Have you ever been convicted of a criminal offence, or pending court offences?

(Declarations subject to the Rehabilitation of Offenders Act 1974)

Yes

No

If yes, please give details

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

Declaration *(please sign)*

Signature

Date

I confirm that the information given by me on this form is correct to the best of my knowledge. I hereby authorise Smith & Western to carry out checks on my employment history and education; take up personal references; and carry out any other background checks that are necessary. I hereby authorise the Identity and Passport Service to supply Smith & Western, with information regarding my UK Passport. I hereby authorise the HMRC to supply Smith & Western, with information regarding my National Insurance number. I understand the Company reserves the right to withdraw the offer of employment or terminate employment already commenced if the information given by me is inaccurate or misleading in any way. Any job offer is conditional upon the receipt of satisfactory references and medical report.

Thank you for taking the time to complete this application form.

Please return to the restaurant that you are applying to.