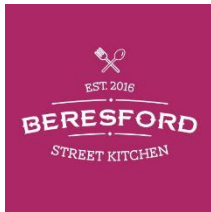


Form to apply to work at Beresford Street Kitchen



Form to apply for a job at Beresford Street Kitchen



Beresford Street Kitchen provides training and employment for people with learning disabilities or autism.

This means anyone over 18 with a learning disability and/or autism can apply to become part of the crew.

We have different areas to work in at BSK

Front of house

Working hours can be 8 am- 1.30pm, 9.30am- 3pm, 11.30am – 5pm with a 30 minute break

Busy, physical and sometimes noisy customer facing role in the main café area.

Tasks include

- Taking orders
- Counting money
- Using the till
- Making teas and coffees to order
- Waiting tables
- Washing dishes

Catering Workshop

8.30am – 2pm with a 30 minute break

Non-customer facing role based at BSK. It is where all the sandwiches, baking and outside catering gets prepared. Tasks include:

- preparing and packaging sandwiches, wraps and baguettes

- Baking products to sell in the café
- Preparing sandwich fillings
- Chopping, peeling products for the main kitchen
- Preparing corporate orders/outside catering

Print workshop

9am – 2.30pm

Non-customer facing role based at BSK. Designing and printing things like t-shirts and cups. Tasks include:

- Designing images
- Researching products
- Preparing images that have come off the printer
- Preparing items for printing
- Pressings images onto chosen material
- Packaging items

Kitchen

Shift patterns are either 8am-1.30pm or 9.30am – 3pm

Busy kitchen preparing all the hot food for the café and outside catering based at BSK. Tasks include:

- Preparing ingredients
- Making a variety of food for the café and outside orders
- Preparing hot food to order
- Having an input into menus
- Adhering to all food hygiene policies

Police Headquarters Canteen

Shift patterns 8.30am-2pm, 9am – 2.30pm

Quiet, small customer facing role, with a small number of regular customers based at the police station. Tasks include:

- Taking orders
- Using the till
- Making teas and coffees to order
- Waiting tables
- Washing dishes

Would you like a tour of the different areas to help you decide?

Yes

No

About You

Your Title

Please put a circle around the right title

Mr

Mrs

Miss

Ms

Your first name

Your last name

Date of Birth

Your Address

Contact Phone number

Contact email address

Name of person applying if different and relationship to applicant

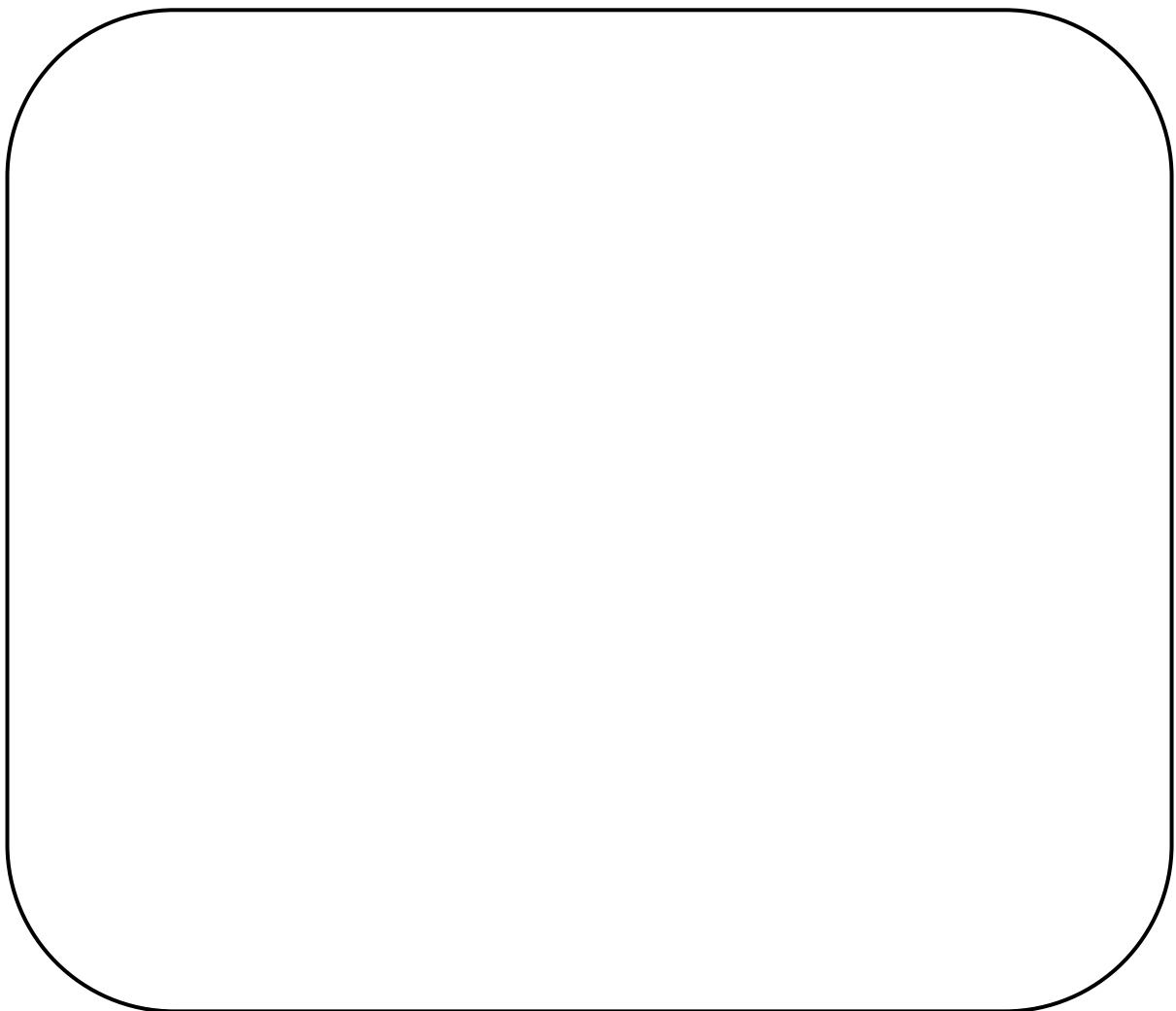
Person to contact about the application including email, telephone number and support agency (if applicable)

Tell us about your education

This is things like

- Schools or colleges you have been to
- Exams you have passed
- Training courses where you got a qualification like a BTECH OR ASDAN

Please tell us what you have done and the year you did them, if any, in the box below

A large, empty rounded rectangular box with a black border, intended for the user to write their educational details.


OR

You can send/attach any copies of certificates you have got for any exam or training course.

About Jobs you have done before

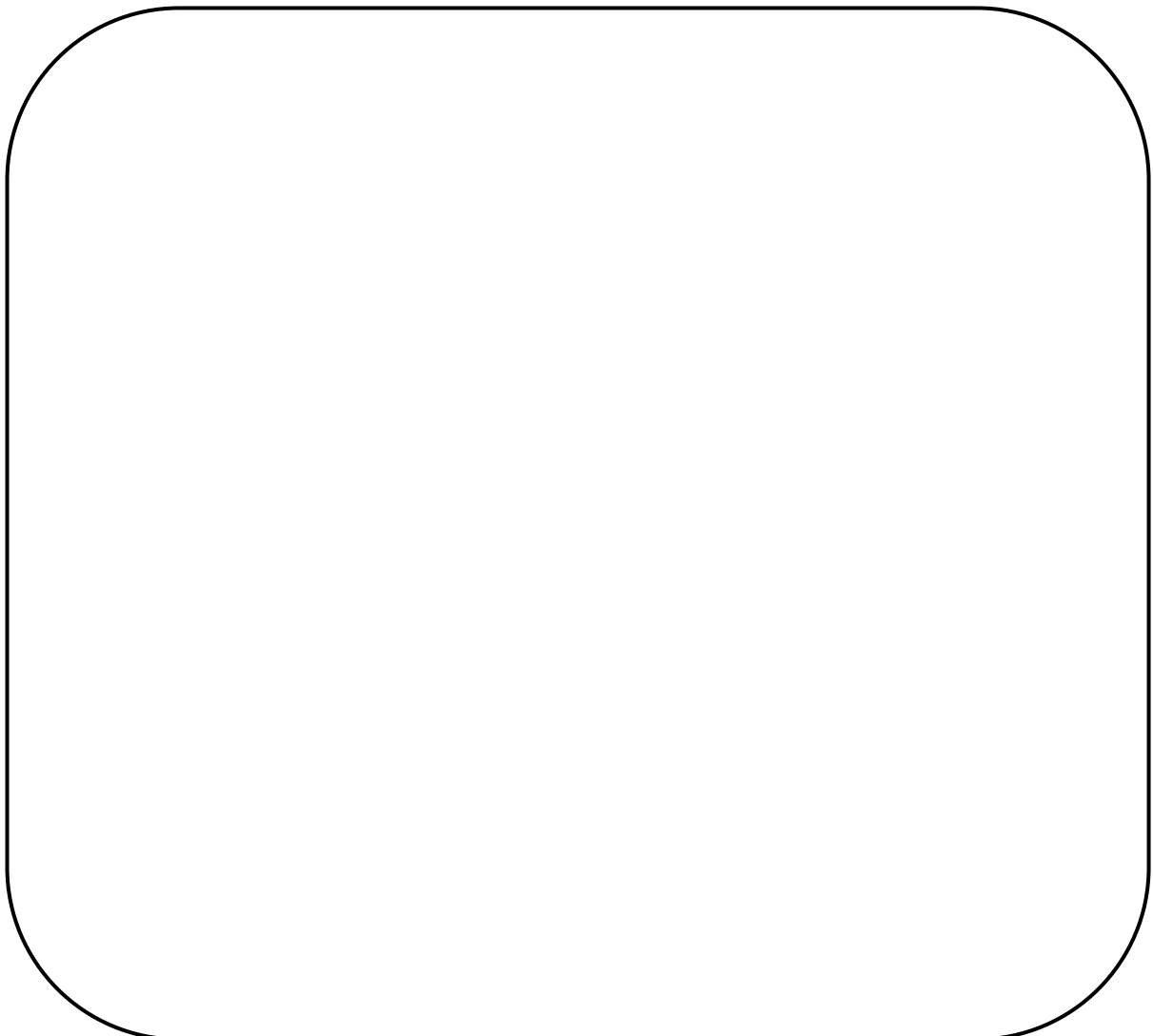
Please write about other jobs you have done even if you did not get paid for them.

The name and address of the company you worked for



Please write a little bit about the things you did as part of your job

If you have done more than one job that you want to tell us about please carry on writing on another sheet of paper and attach it to this form.

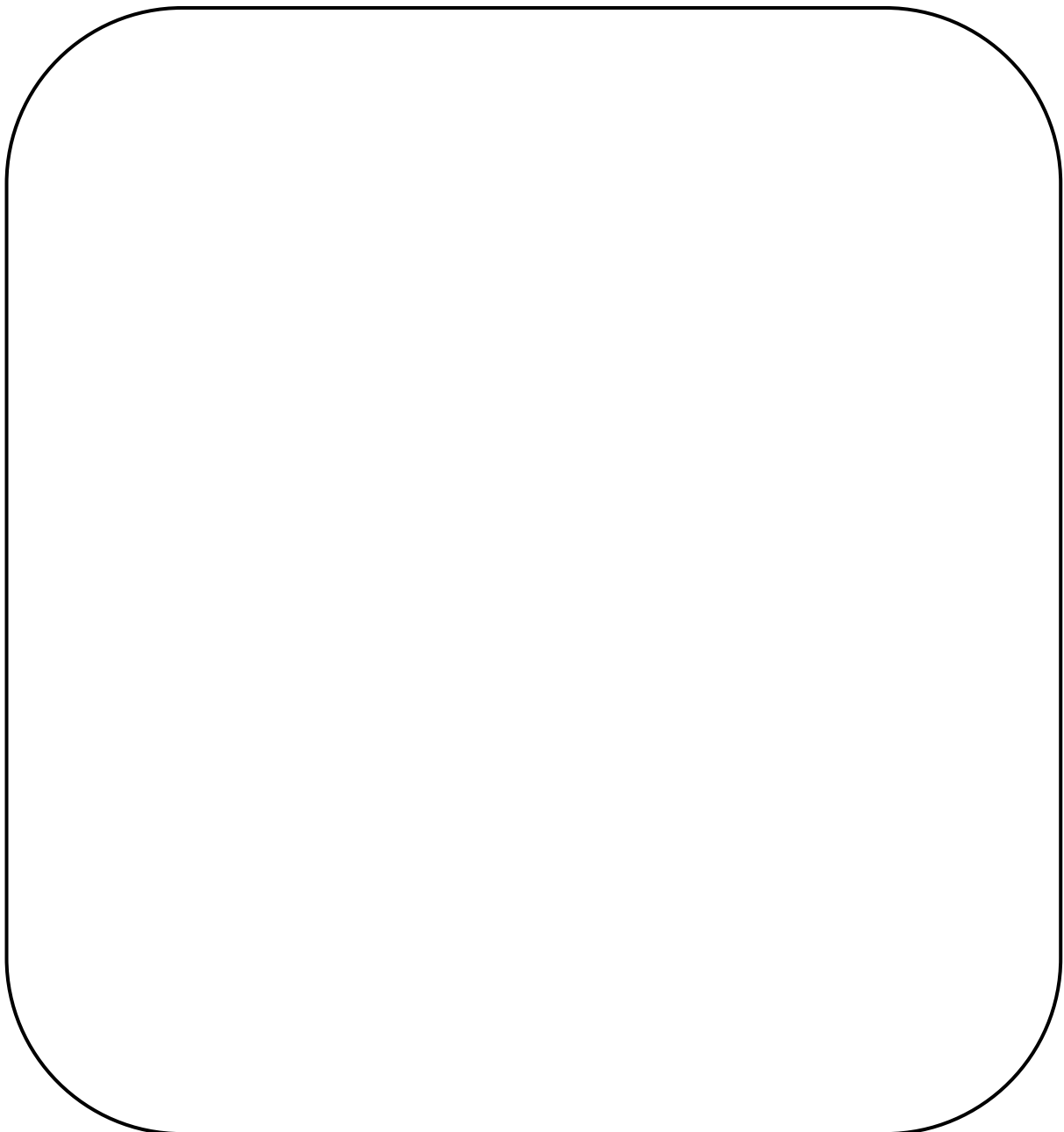


Why would you like to work at Beresford Street Kitchen.

Please let us know why you would like to work at BSK and what skills and experience you have or would like to gain.

- **Skills** are things that you are good at
- **Experience** is things that you have done before that are like things you would do when working at BSK

You can look at the start of the application form to see what skills and experience you have or want to gain in each area.

A large, empty rounded rectangular box with a black border, intended for the applicant to write their response to the question above.

Other questions

How did you hear about working at Beresford Street Kitchen?

For example, facebook, the internet, friends, family or something else

Are you entitled to work?

This means you have lived in Jersey for 5 years or more

Yes

No

Do you have a learning disability and/or Autism ?

Yes

No

Have you ever worked for BSK before?

Yes

No

If yes, please tell us what area you worked in and when

Are you accessing JET, Acorn, Back to work or any other employment agencies?

This is so, with your consent, we can share information regarding attendance, goals and employment if required. Please let us know who is your point of contact.

Jersey Employment trust

Acorn

Back to work

Other

Criminal convictions

Do you have any criminal convictions (other than minor driving offences)

Yes

No

If yes, please tell us the date and nature of conviction

If we offer you a job at Beresford Street Kitchen you might need a criminal record check.

This check is to make sure you have not been in trouble with the police in any way that could affect your job.

This check is called a disclosure and barring service check (DBS Check), A DBS check is a record of a person's criminal convictions and cautions – carried out by the Disclosure and Barring Service

If you sign this form it means that you agree to have a criminal record check if we offer you a job that needs one.

Things to know before you sign the form

If you sign this form it means you agree to these things

Checking the information that you give us

- Beresford Street Kitchen has the right to check any information you give us on this form or at any other time.
- If you sign this form it means you agree that we can check the information if we need to.

Keeping the information you give us safe

- We will keep all the information you give us on this form private and safe
- If you start working for us we might sometimes need to look at or use the information you give us.
- If this happens we will make sure we follow the law about keeping information safe. This is called Data Protection (Jersey) Law 2018

If you sign this form it means you are happy for us to sometimes use the information you give us on this form but only in the right way.

What you agree to if you sign this form

Only sign this form if you agree with the things below.

All the information you have given us is right and true as far as you know.

If you have given us wrong information or not told us about something important that we need to know

- You might not be able to get a job with us
- You might have to leave your job if you already work here

If you agree to all the things you have just read then please sign the form below.

Your Name

Signed

Date