

A LETTER TO ALL APPLICANTS FROM THE DIRECTORS

Your name:

Dear applicant,

Thanks for your interest in our family owned company. We are an equal opportunities employer that strongly believes in employing and retaining the best people to help us to grow our business in a positive manner.

We have written this letter so that you'll have a better idea of who we are and our company goals. (We also hope that it will make it easier for you to decide whether or not Noodle Nation is the sort of Restaurant Company which will suit you.)

OUR BRAND:

'Our brand is more than just a logo – It's who we are and how we define ourselves – It's about our interiors and the colours we use and most importantly, it's about the way we speak and act. In all our actions we wish to be:

FRIENDLY – We don't over complicate things and like to be as honest and as clear as possible. We aim to treat both our customers and colleagues with respect.

FUN – It's a fun place to work, full of people with energy and a passion for food and service. We love what we do and we want to share that passion with each other and our customers. We aim to be open to a wide range of customers who can enjoy our food in a relaxed informal way.

FRESH – Fresh is about our outlook; we are always open to new ideas. Fresh is about the quality of food we give to our customers. Fresh is about keeping our prices honest and involving our staff and customers in growing our business.

FAST – Many of our customer's visit us for a 'quick bite to eat'. Our service is friendly, quick and efficient without ever compromising our standards of food or service. We will endeavour to respond quickly to changes and issues in our business.

PROUD – We are proud of our achievements and we like to own our own sentences. 'We' and 'Our' are words we regularly use, as any achievement is part of a team effort. We aim to 'add value' to our customers visits and exceed their expectations at every opportunity.

You should also know that working with us at Noodle Nation can be very demanding. We're busy and the atmosphere can often be described as 'organised chaos'. Despite this, we'll expect you to always go 'the extra mile' for not only our valued customers but also your fellow colleagues

If you're successful in your application, we'll train you and always keep you busy. We'll regularly appraise your performance and encourage you to develop your full potential with us. We not only want you enjoy your work; we want you to be proud to work at Noodle Nation and be proud of your personal achievements.

Although we like to keep things simple we have manuals, rules and regulations, which we expect you to both understand and respect.

Working as part of our team at Noodle Nation, may or may not suit you. However, if you like what you've read and feel that you would like to work with us, please fill in the attached application form.

Good luck!



Team Member Application Form

Position applied for (please circle): Kitchen Porter Chef Waiting Team Other

Branch:.....

Personal details:

NameFamily Name.....Nickname.....

Address.....

P/code..... Mobile Tel

Home Tel Email

Date of Birth...../...../..... National Insurance No.....

How did you hear about the job?.....

Next of kin (to contact in case of emergency):

Name..... Relationship.....

Address.....

Home Tel..... Mobile Tel.....

Your availability (please indicate when you can work):

SHIFTS	Example	MON	TUES	WED	THUR	FRI	SAT	SUN
From	1000hrs							
Until	2400hrs							

How many hours do you wish to work each week?.....

Could you work extra hours if required? YES NO

How long would like to work at Noodle Nation? 3 Months / 6 Months / 1Year +

Please indicate when you would be able to start work

Please specify dates when you would NOT be available for interview.....

Your right to work in the UK:

You must provide evidence of your legal right to work in the UK and must provide a copy of your passport. Do

you have the right top work in the UK? YES NO

If yes, please complete the following:

Citizenship..... Passport No.....

Visa No..... Visa Type.....Exp...../.....



Present and Previous Employment (please include work experience details)

Name & Address of employer Please include full postal address and tel. no.	Dates (from & to)	Job Title & Duties	Reason for leaving
1		Salary on leaving: £	
2		Salary on leaving: £	

Do you have another job? YES NO

If successful in your application, will you continue to work for another employer?
YES NO

If YES, please give details of days and hours currently being worked.....

General Education and Training

School/College University	Subjects	Examinations/Awards Achievements

Are you currently studying? YES NO

If yes what days and times do you attend college?

Do you feel there may be any other personal commitments which may interrupt your schedule?.....

About you:

What do you like to do in your spare time?.....
.....

What is your biggest accomplishment to date?.....
.....

Choose 3 words which describe you:

1.....2.....3.....



Criminal Convictions

Have you ever been convicted of a criminal offence? YES NO

If yes, please give details (under the Rehabilitation of Offenders Act 1974, spent convictions need not be declared).....

Health – We seek to offer employment irrespective of physical or mental disabilities wherever possible and will make reasonable adjustments to ensure that disabled people can compete equally with non disabled people.

Do you have any health problems, including any physical or mental impairment, which may affect your performance at work? YES NO

If yes, Please give details.....

Declaration – The contents of this form are confidential. If you're successful, it will form part of your records.

I consent to the Company recording my data and disclosing information contained on this form to 3rd parties in order to assess this application, any subsequent employment and any matter relating to that employment. I also consent to the Company contacting any present or previous employer for a reference.

I certify that the information on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or if employed dismissal

Applicants Signature.....Date.....

WE RECEIVE A HUGE NUMBER OF APPLICATIONS FOR EVERY VACANCY WE HAVE. **IF YOU HAVE NOT HEARD FROM US WITHIN 4 WEEKS WE ARE SORRY BUT WE WILL NOT BE OFFERING YOU A POSITION.** WE WILL KEEP YOU APPLICATION ON FILE BUT YOU ARE WELCOME TO REAPPLY WITH US AFTER 3 MONTHS.

Once completed, you can drop this form into our restaurant. Alternatively, e-mail recruit@noodlebar.net or POST TO: Recruitment Department, LGI Ltd, The Barn, Cutlers Court, Copyground Lane, High Wycombe, Bucks, HP12 3HE

Managers use only

Personality: P- G –VG Attitude: P- G –VG Appearance: P- G –VG Communication: P- G –VG

Date received		Date screened		Result YES / NO	Reason
Phone attempts	1	2	3	Interview date	Interview time

