



APPLICATION FORM

Ismail Coffee & Tea is a new phenomenon in UK town centres, based on the unique values, traditions and experience of a family business. As consumers have become more discerning, the Ismail experience meets their demand for outstanding quality coffee and tea, supported by detailed product knowledge, with premium service and a distinctive atmosphere.

On a ratio of 60% : 40%, Ismail serve exceptional quality gourmet coffee and tea for customers to enjoy in store and sell coffee beans and tea leaves so they can continue to savour the Ismail taste at home.

Ismail Coffee & Tea achieve these aims by:

Outstanding Quality Coffee & Tea

- Being fanatical about quality and freshness. We roast coffee in small batches and we are in full control of our distribution channels to guarantee freshness.

Detailed Product Knowledge

- Exercising social and environmental responsibility. Our coffee and tea is sourced from named plantations many of which our agent has visited, in order to confirm product traceability, environmentally friendly production methods and worker welfare.
- Holding “Master Classes”, to offer customers the opportunity to learn about the processes tea and coffee passes through on the journey from plant to cup, alongside the chance to taste a variety of both from around the world.

Premium Service

- Employing professional staff who will be continually trained to the highest standards in product knowledge, brewing methods and personal customer service.

Distinctive Atmosphere

- Designing stores according to the Ismail style, whilst ensuring they retain an individual character and buzz, to reflect the feel of the area and the lifestyle of regular customers.

Please use black ink and write clearly. Use additional paper if you need more space. Please complete all sections and sign the application.

Please return the application to your nearest store or to the address below. Once we've had a few days to review we will be in contact with you. What may happen next:

- An interview with a store manager
- Reference check

Outstanding service is our passion so we sometimes use psychometric testing to help us assess your skills. We hope that we will be able to extend you a job offer. If not we wish you every success in your search for a job.

Ismail Coffee and Tea Limited
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Kent
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www.ismail.co.uk
raschid@ismail.co.uk

Please Note: In order to promote Equal Opportunities this page will be detached from your application on receipt and the information it contains will not be used in the selection process.

Personal Details:

Surname: First Name(s):	Position applied for:
Address: Post Code:	Home Telephone number: Mobile:
Are you between 16 and 65? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, please give Date of Birth:	If applicable, do you hold a Green Card? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state card number:

General:

If you have been employed by Ismail Coffee and Tea before or if you have been previously interviewed, please state when and in what capacity:	Do you know anyone employed by Ismail Coffee and Tea? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please give details:
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Health/Medical History:

Do you need any special facilities to help you perform the post applied for? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please give details:	If you were offered the post, would you need any special facilities in order to do the job? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please give details:
How many days have you been absent from work due to illness or injury in the last 12 months? Yes <input type="checkbox"/> No <input type="checkbox"/> Please give details:	Do you have a health problem or disability that is relevant to your job application? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please give details:

Application Number:.....

Employment Record:

Please list in date order starting with your current employment. Continue on a separate sheet if necessary and if there are any significant gaps, please give details.

Name and Address of Employer	Nature of Business	From	To	Post and brief description of duties	Reason for leaving

<p>What is the minimum notice required by your current employer?</p> <p>If offered the post, when would you be able to start work for Ismail Coffee and Tea?</p>	<p>Where did you see this vacancy advertised?</p> <p>If you did not see the vacancy advertised, where did you find out about the vacancy?</p>
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Application Number:.....

Education and Qualifications:

Please list in date order starting with the most recent. Continue on a separate sheet if necessary. Please note that we may ask you to provide your certificates.

School/Further Education/Course Please include name and location.	Dates Attended	Qualifications Please include grade/level.

<p>Please use this space to give details of skills, experience, knowledge and interests or any other information that you feel is relevant to, and will support, your application. Please include details of membership of any Professional Organisations.</p> <p>Continue on a separate sheet in necessary.</p>

Availability

Which days are your available to work?

Please circle the days you wish to work.

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

How many hours would you like to work each week?
Which store are you interested in?
What planned holidays do you have over the next 6 months?
Attendance and punctuality are important factors to Ismail Coffee and Tea. How do you maintain attendance and punctuality?
How long would you like to work for Ismail Coffee and Tea?

References:

Please give the details of two people (who should not be friends or relatives) whom we can approach for a reference regarding your suitability for the post applied for. Preferably, one should be your current employer.

Name: Occupation: Address: Post Code: Telephone No:	Name: Occupation: Address: Post Code: Telephone No:
Do you hold a current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, do you have any endorsements on your licence?	Do you have regular use of a vehicle? Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a criminal offence other than a 'Spent' conviction under the Rehabilitation of Offenders Act 1974? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please give details:	

Declaration to be completed by ALL APPLICANTS

I ACKNOWLEDGE that any misrepresentation of information provided by me shall constitute misconduct sufficient to warrant immediate termination of any employment I may have entered into with the Company.
 I ACKNOWLEDGE that the completion of this form in no way obliges the Company to offer me employment and no contractual agreement exists between us until such time as a letter of appointment has been received and accepted.
 I UNDERSTAND that the Company operates a NO SMOKING policy.
 I AUTHORISE the Company to take up references based on the information supplied by me.

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

Name in block letters:.....

For Office use only

Date application received:					
	Date:				
Shortlisting:		Reject		Interview	
1 st Interview:		Reject		Hold	
2nd Interview:		Reject		Hold	
Job Offer:		Accept		Reject	
Start Date (if appropriate):					