

*Ternhill Farm House  
& The Cottage Restaurant*

***Job Application Form***

Please affix  
a photo of  
yourself here.

*Please make a note if you require us to return it.*

**APPLICATION FORM**

for employment at

*The Cottage Restaurant & Ternhill Farm House,  
Ternhill, Market Drayton, Shropshire TF9 3PX  
Tel: 01630 638984 email: info@ternhillfarm.co.uk  
www.ternhillfarm.co.uk Proprietors: Michael & Joanne Abraham*

***PERSONAL DETAILS***

Name: Mr/Mrs/Miss.....

Address:.....  
.....

Telephone:.....

Email address.....

Date of birth:..... Age:.....

Marital Status: Single/Married/Separated/Divorced

Children: Yes/No.....How many?.....

Nationality:.....

Do you hold a full driving licence? Yes/No

National Insurance Number:.....

Do you smoke? Yes/No

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**QUALIFICATIONS**

Please detail any qualifications gained underneath the following headings:

**From .....To.....Establishment.....Qualification gained.....**

..  
..  
..  
..  
..  
..  
..

**HOBBIES**

Please list any hobbies or interests you may have

.....  
.....

**PREVIOUS EMPLOYMENT**

Please detail any previous employment underneath the following headings:

**From..... To..... Establishment..... Position held.....**

..  
..  
..  
..  
..  
..

Which of the following areas are you interested in working within:

*(Please circle those of interest, and write in any previous experience you have in that area.*

*Please also indicate the hours you would prefer to work & your salary expectation*

*- the hourly rate you would expect for working in the area(s) you have circled or the weekly rate, if you prefer)*

**KITCHEN - Washing Up**

(including washing up by hand & with a machine, cleaning work-surfaces, fridges, floors etc)

£..... per hour

Preferred Hours:

Previous Experience:

**KITCHEN - Cheffing**

(including food preparation, cooking & generally assisting the chef/proprietor etc)

£..... per hour

Preferred Hours:

Previous Experience:

**CLEANING/HOUSEKEEPING**

(including vacuuming, polishing, washing of floors, cleaning toilets, baths, windows, bed-making etc)

£..... per hour

Preferred Hours:

Previous Experience:

**RESTAURANT WAITING**

(including order taking, plate service, occasional silver service, service of drinks, clearing of tables, handling of cash, cheques and credit/debit cards etc)

£..... per hour

Preferred Hours:

Previous Experience:

**GARDENING/MAINTENANCE/DIY**

(including cutting grass, weeding flower beds, planting flower beds & pots/window troughs, sweeping car park, outside painting, indoor painting & decorating, woodwork projects etc)

£..... per hour

Preferred Hours:

Previous Experience:

Do you have any previous or impending criminal convictions? Yes/No

If so, please give details.

.....

Have you had any health complaints in the past two years eg. back problems, heart trouble, varicose veins, persistent high blood pressure, black outs, skin rashes/dermatitis/eczema, infectious diseases, migraines, asthma etc. If so, please give details

.....

Why are you interested in working at Ternhill Farm House and do you have any skills which you feel will be particularly useful at Ternhill Farm House?.....

Any further information you would like included in your application?

.....

**REFERENCES**

Please give the names, addresses & telephone number of three people who are willing to provide a reference for you. They should not be related to you, and at least two should be connected with your previous employment.

1.....  
.....  
.....

2.....  
.....  
.....

3.....  
.....  
.....

Signature:.....

Date:.....

*Proprietors: Mike & Jo Abraham*

*Ternhill Farm House & The Cottage Restaurant  
Ternhill  
Market Drayton  
Shropshire  
TF9 3PX*

*Tel: 01630 638984*

*Email: [info@ternhillfarm.freeseve.co.uk](mailto:info@ternhillfarm.freeseve.co.uk)  
OR [info@ternhillfarm.co.uk](mailto:info@ternhillfarm.co.uk)*

*Website: [www.ternhillfarm.co.uk](http://www.ternhillfarm.co.uk)*

**The Cottage Restaurant**  
Ternhill Farm House, Ternhill, Market Drayton, Shropshire TF9 3PX  
Tel: 01630 638984      email: [info@ternhillfarm.co.uk](mailto:info@ternhillfarm.co.uk)  
**STAFF ~ GENERAL INFORMATION**

Trial shift

2010

***Clothing:***

Waiting staff:

Black trousers/skirt, black or white shirt/blouse & black COMFORTABLE shoes

(NB. The Cottage Restaurant has wooden floors so soft soles are advisable to avoid any unnecessary noise)

Kitchen Staff:

Long sleeve shirt/tshirt/sweatshirt, long trousers, strong comfortable shoes (no sandals)

(An apron will be provided)

***General appearance:***

Long hair should be tied back off the face

No nail varnish allowed, and as little jewellery as possible

Strong perfume should be avoided...strong smells can affect the way customers taste their food !

Smart appearance is of utmost importance for waiting staff

***Parking:***

Parking at Ternhill Farm House is extremely tight

On busy nights we may ask staff to park in the bus lane/layby just before the archway

***Hours:***

Waiting Staff:

Start times usually 6.30pm or 7pm, (we serve pre-dinner drinks from 6.30pm)

Last orders for food is 9pm.

Fri & Sat usual finish time is between 10.30pm & 12.00 midnight approx. depending on the level of business.

Kitchen Staff:

Start times usually 6.30pm or 7pm, we start serving food by 7pm

Last orders for food is 9pm.

Fri & Sat usual finish time is between 10.30pm & 12.00 midnight approx. depending on the level of business

***Wages:***

We pay above the minimum wage, according to age & experience

Rate of pay:           £                   per hour, subject to PAYE & NI

Working week commences Mon & ends Sunday

Wages will usually be paid on a Saturday on a "week-in-hand" basis

(ie. Work completed one week will be paid on the Saturday of the following week)

***Sickness/Unable to work your usual shift?***

Please telephone asap if you are unable to work due to sickness 01630 638984

Wherever possible we ask that staff try to exchange shifts if they are unable to work, hence exchanging telephone numbers with other staff members is encouraged



## FOR STAFF

### Information for new joiners

#### SOUND THE ALARM

Ring 999 stating:

- ~ there is a fire
- ~ who and where you are
- ~ give details of the type of fire (if known)
- ~ and its exact location

Leave the building from the exit nearest to you (never place the fire between you and a safe escape route)

Go to the assembly point

#### ON HEARING THE FIRE ALARM

Immediately the fire alarm sounds you must evacuate to the assembly point via the **nearest** exit ensuring that all doors are closed.

Restaurant staff please take the Restaurant Diary with you.

Assist your visitors to evacuate the building

Ensure you follow instructions from the fire safety wardens (Mike Abraham)

Do not run or panic

Do not stop to collect personal belongings

Do not open or touch a door beyond which you have reason to believe there is a fire

Report to the assembly point

Do not return to the building until you have been told by the safety wardens (Mike Abraham) it is safe to do so

#### IF YOU ARE ON FIRE:

**STOP** where you are, **DROP** to the floor or ground and **ROLL** your body to smother the fire.

## **FIGHTING THE FIRE:**

You should only attempt to fight a fire if there is no risk to your personal safety and if you are competent to use the fire extinguishers provided. You should only ever attempt to fight a small fire, making sure your escape route is always unobstructed (Never place the fire between you and your safe escape).

## **NOTICES AND CALL POINTS**

There are 'Fire Action' notices displayed throughout the building that outline the action to be taken in the event of a fire.

The fire alarm call points are situated by the stairwells and exits.

Please read and familiarise yourself with the fire notice displayed

Please ensure that you know where the exits from the building are.

## **MANAGEMENT OF FIRE SAFETY**

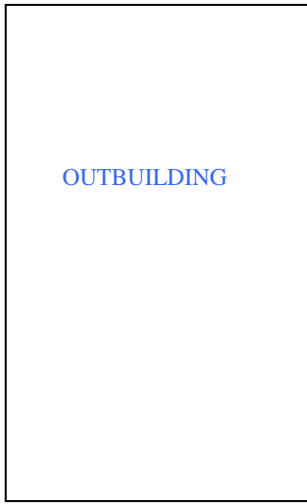
Your fire Safety Warden (Mike Abraham) has overall responsibility for the buildings fire safety management and will ensure that the building is given regular routine fire safety checks.

## **EMERGENCY EVACUATION**

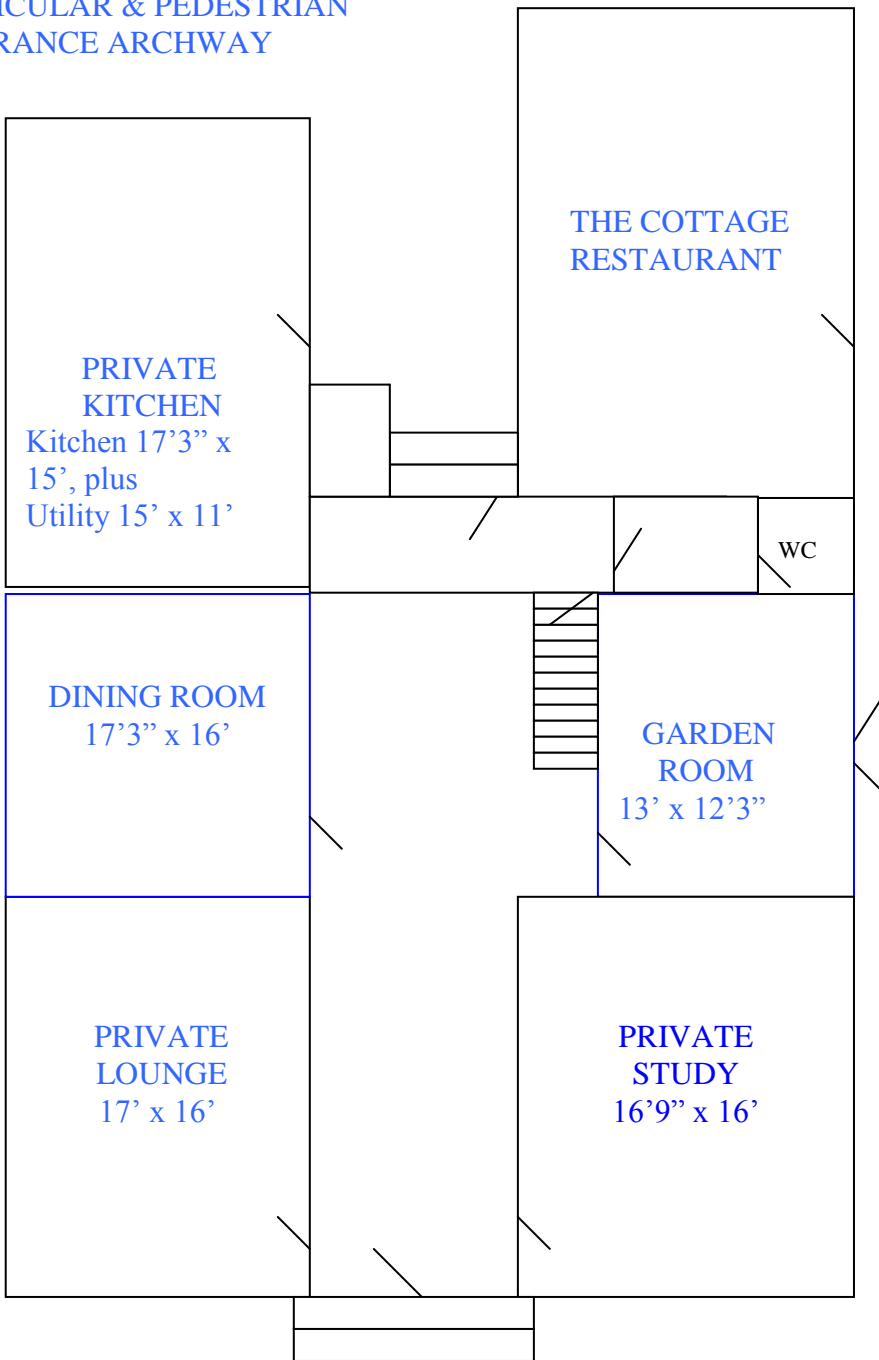
There may be other emergencies that require the building to be evacuated. On occasions when the fire alarm is not used for this purpose, staff and visitors are to follow management instructions. Please review the following procedures so that you understand what to do when an emergency situation arises.

- Building users must respond as directed. For bomb threats, you will be requested to check your work areas for suspicious objects. Items must not be touched or disturbed if found. Anything suspicious should be reported to the switchboard (7-59-0) or as otherwise directed.
- If the police recommend evacuation of the building, you will be directed away from potentially unsafe areas. You should take your personal belongings with you and assume that you will not return to the building for some time. Information will be announced at the nominated safe area.

Ternhill Farm House & The Cottage Restaurant  
Floor Plan (not to scale)  
GROUND FLOOR



VEHICULAR & PEDESTRIAN  
ENTRANCE ARCHWAY



We currently have vacancies for the following *Part-time staff* :-

WAITING STAFF – ideally 18yo or over, with some experience of serving in an A la carte Restaurant  
Required to work minimum of one Friday or Saturday evening, plus possibly one other weekday evening (Tue, Wed, Thu) from 6.30pm or 7pm

KITCHEN ASSISTANT – ideally 16 yo or over, to assist with washing up.  
Required to work minimum of one Friday or Saturday evening, plus possibly one other weekday evening (Tue, Wed, Thu) from 6.30pm

CHEF - 16 yo or over, to assist with the preparation & cooking of starters & desserts (all homemade)  
Required to work minimum of one Friday or Saturday evening, plus one other weekday evening (Tue, Wed, Thu) from 6.30pm

GARDENING/MAINTENANCE/DIY - to assist with cutting grass, weeding flower beds, planting flower beds & pots/window troughs, sweeping car park, outside painting, indoor painting & decorating, woodwork projects etc  
(Would consider Self Employed Applications for this position)

*Please complete & return the Application Form  
(you can copy & paste the form below into a Word Document & then print a copy)*

*or*

*contact Mike,  
Tel: 01630 638984*

*or*

*Email: [info@ternhillfarm.co.uk](mailto:info@ternhillfarm.co.uk)*

