

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!



Management Application Form

Please feel free to also attach your CV or any additional information you feel will assist in your application

Management position applied for (please circle): General Manager Assistant Manager Head Chef

Branch/es applied for (in order of preference): **1.** **2.** **3.**

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 (please circle)?

- Walk In Flyer Advert Recommendation Website Friend

Your availability (our restaurants are open evenings weekends and holidays - please tick when you can work):

SHIFTS	MON	TUES	WED	THUR	FRI	SAT	SUN
Days							
Evenings							

Please indicate when you would be able to start work

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

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

.....
.....

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 to 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)



Your Current Job

(If you're not working at the moment, please tell us about your most recent job)

Name of current company.....

Full address & p/code of company.....

Name of person reported to and their title.....

Employment Dates: From..... To (if applicable).....

Type of business:.....

Position Held:

Wage per hour or Salary £.....

How many people do you manage directly?

How many people do you manage indirectly?

Average weekly sales turnover?

Over how many days does your current business operate? (please circle) 5 days 6 days 7 days

Please outline your current responsibilities:

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
- Other

What have been your top achievements with this company?

What have been the most positive aspects of working for this company?

What have been the most negative aspects of working for this company?

Reasons for leaving (please circle). I am dissatisfied with:

Salary Career Progression Working Conditions Benefits Location

Working Hours Opportunities Management Support

Nothing (I just fancied a change)

Other (please specify)



Your last job

Name of previous company.....

Full address & p/code of company.....
.....
.....

Name of person reported to and their title.....

Employment Dates: From..... To

Type of business:.....

Position Held:

Wage per hour or Salary £.....

How many people did you manage directly?

How many people did you manage indirectly?

Average weekly sales turnover?

Over how many days did your previous business operate? (please circle) 5 days 6 days 7days

Please outline your responsibilities:

- 1.
- 2.
- 3.
- 4.
- 5.

Other

What were your top achievements with this company?

What were the most positive aspects of working for this company?

What were the most negative aspects of working for this company?

Reasons for leaving (please circle). I was dissatisfied with:

Salary	Career Progression	Working Conditions	Benefits	Location
Working Hours	Opportunities	Management Support		

Nothing (I just fancied a change)

Other (please specify)



Your job before that

Name of previous company.....

Full address & p/code of company.....
.....
.....

Name of person reported to and their title.....

Employment Dates: From..... To

Type of business:.....

Position Held:

Wage per hour or Salary £.....

How many people did you manage directly?

How many people did you manage indirectly?

Average weekly sales turnover?

Over how many days did your previous business operate? (please circle) 5 days 6 days 7days

Please outline your responsibilities:

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
- Other

What were your top achievements with this company?

What were the most positive aspects of working for this company?

What were the most negative aspects of working for this company?

Reasons for leaving (please circle). I was dissatisfied with:

- | | | | | |
|---------------|--------------------|--------------------|----------|----------|
| Salary | Career Progression | Working Conditions | Benefits | Location |
| Working Hours | Opportunities | Management Support | | |
- Nothing (I just fancied a change)
- Other (please specify)



General Education and Training (please list your educational qualifications and any training you have received)

Name and Address of Institution	Subjects Studied	Examinations/Awards/Qualifications Gained

Please list any other relevant qualifications you have been awarded (First Aid, Personal Licence, H&S, Food Hygiene Etc):

.....

Are you currently studying? YES NO
If yes what days and times do you attend college?

About you:

What do you like to do in your spare time?

Choose 3 words which describe you best:

- 1
- 2
- 3

Why do you want to work with us?

Are you flexible about your location?

What is your salary expectation?

Who would you regard as our competition and why?

Tell us what you think is unique about our company?



What 3 things do you think we could do better?

- 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, place in a sealed envelope and either drop it into one of our stores 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

