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# Co-op Member – Baking Team



## Application Form

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The form should be completed in black ink or type. Please complete all sections of the application form. If you have any questions about the application form or would like it in another format please contact us at [personnel@leedsbread.coop](mailto:personnel@leedsbread.coop) or on 0113 2625155.

Please return the application form to [personnel@leedsbread.coop](mailto:personnel@leedsbread.coop) with the subject title “Baking Team Member Application” or post to Leeds Bread Co-op, Unit 11 Penraevon Trading Estate, Penraevon Avenue, Leeds, LS7 2AW. You will receive confirmation of receipt of your application form within 48 hours.

Your privacy is important to us. At Leeds Bread Co-op we have a few fundamental principles: We don't ask you for personal information unless we truly need it. We don't share your personal data with anyone except to comply with the law or protect our rights.

We don't store personal information on our servers unless required for the ongoing duration of the recruitment. If you are unsuccessful in your application, we will hold your information for up to two months before we dispose of your information.

### 1. PERSONAL DETAILS

|                            |                               |
|----------------------------|-------------------------------|
| <b>TITLE:</b>              | <b>ADDRESS:</b>               |
| <b>PREFERRED PRONOUNS:</b> |                               |
| <b>FIRST NAME:</b>         |                               |
| <b>SURNAME:</b>            |                               |
| <b>MOBILE TEL NO:</b>      | <b>POSTCODE:</b>              |
| <b>HOME TEL NO:</b>        | <b>NATIONAL INSURANCE NO:</b> |
| <b>EMAIL ADDRESS:</b>      |                               |

## 2. EMPLOYMENT HISTORY

**TITLE OF PRESENT/MOST RECENT POST:**

**EMPLOYER:**

**START DATE:**

**WORK ADDRESS:**

**END DATE (if applicable):**

**TEL NO:**

**POSTCODE:**

**EMAIL:**

**BRIEF DESCRIPTION OF DUTIES:**

**REASON FOR LEAVING:**

### PREVIOUS EMPLOYMENT/WORK EXPERIENCE

| JOB TITLE/<br>NATURE OF WORK | NAME AND ADDRESS<br>OF ORGANISATION | FULL-<br>TIME OR<br>PART-<br>TIME | DURATION |    | REASON<br>FOR<br>LEAVING |
|------------------------------|-------------------------------------|-----------------------------------|----------|----|--------------------------|
|                              |                                     |                                   | FROM     | TO |                          |
|                              |                                     |                                   |          |    |                          |
|                              |                                     |                                   |          |    |                          |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**3. EDUCATION, QUALIFICATIONS & TRAINING**

Applicants should list all qualifications, subjects taken, and any relevant training, starting with the most recent. Please list any qualifications you are currently working towards.

| QUALIFICATION /<br>TRAINING ATTENDED | DATE AWARDED |      | EDUCATION<br>ESTABLISHMENT | GRADE |
|--------------------------------------|--------------|------|----------------------------|-------|
|                                      | MONTH        | YEAR |                            |       |
|                                      |              |      |                            |       |
|                                      |              |      |                            |       |
|                                      |              |      |                            |       |
|                                      |              |      |                            |       |

**4. AVAILABILITY AND/OR FLEXIBILITY OF WORKING**

Please detail your preferred number of working hours/days per week (minimum available - 16 hours/week):

Leeds Bread Co-op Baking shifts run from Monday – Sunday, 7 days a week. Please detail your availability for shifts (or if anything may impact your availability):

## 5. PERSON SPECIFICATION

### 5.1 BAKING ROLE

We are looking for individuals with good experience and knowledge of baking, please use this space to detail your baking experience and your knowledge of bread and viennoiserie production from commercial settings, as well as the relevant skills that you would bring to the team. If you do not have commercial baking experience please detail your home baking experience/knowledge and relevant commercial settings experience e.g. catering. Please use the Person Specification as a template to guide you.

The baking role very fast paced and physically demanding, with a 3 person team generally producing around 400-500 units of bread and sweet products in one evening. Please briefly detail your previous experience working in physically demanding settings.

The baking role requires strong numeracy and spreadsheet skills to manage, adapt and correct any errors in dough production. Please provide any supporting information regarding your numeracy/spreadsheet skills.

### 5.2 CO-OP MEMBERSHIP

We are keen to find individuals who are driven and enthusiastic to be a part of our workers co-op! Please use this space to tell us about your skills, qualities and experience that would make you a great addition to our team, using the Job Description and Person Specification to guide you.

### 5.3 OTHER AREAS OF INTEREST

We encourage multi-skilled working at Leeds Bread Co-op, and all our employees are part of their primary team and at least one secondary team. We are looking for individuals who may be interested in working in our other teams which are:

- Deliveries
- Markets & Bakery Shop
- HR
- Finance
- Site, Maintenance & Cleaning
- Marketing, Education & Community
- Operations and Sales

Please use this space to details any interest you have in any of these other teams, as well as relevant skills and experience you may have relating to this.

## 6. REFEREES

Please provide the contact details of two referees, one of whom should be your current or most recent employer or line manager. If you have no, or limited previous employment, please provide referees from your school, college or training scheme or from any voluntary/temporary work.

|                                 |                  |
|---------------------------------|------------------|
| <b>TITLE:</b>                   | <b>ADDRESS:</b>  |
| <b>NAME:</b>                    |                  |
| <b>POSITION:</b>                |                  |
| <b>TEL NO:</b>                  |                  |
| <b>EMAIL:</b>                   | <b>POSTCODE:</b> |
| <b>RELATIONSHIP TO REFEREE:</b> |                  |

|                                 |                  |
|---------------------------------|------------------|
| <b>TITLE:</b>                   | <b>ADDRESS:</b>  |
| <b>NAME:</b>                    |                  |
| <b>POSITION:</b>                |                  |
| <b>TEL NO:</b>                  |                  |
| <b>EMAIL:</b>                   | <b>POSTCODE:</b> |
| <b>RELATIONSHIP TO REFEREE:</b> |                  |

## 7. DECLARATION

I confirm that I am eligible to work in the U.K. and that the information provided above is correct and understand that any false statement could result in my application or appointment being terminated.

**SIGNATURE OF APPLICANT:**

**DATE:**

**HOW DID YOU HEAR ABOUT THIS VACANCY?**