

Casual work - Application Form

Thanks for your interest in working at Unicorn. Please have a read of the background info to see if casual work is right for you, before filling out the form below. If it is, complete & drop it off in the shop, or email to recruitment@unicorn-grocery.coop.

We look forward to hearing from you!

**Date of application** ………………………………………

**Name** ………………………………………………………………………………………………..

**Address**………………………………………………………………………………………………

………………………………………………………………………………………………………..

## **Tel Nos.**

## home ……………………… mobile……………………..

## **Email**…………………………………...

**Availability**

You don’t have to guarantee what days you can work (and likewise we can’t guarantee when shifts will be offered) but it’s helpful to get a sense of your general availability. Please let us know below when you’re typically available to work between the times indicated.

It’s worth noting there is often greater business need at the weekend.

Weekdays

Mon 8am-5pm …………………………………………………………………………………..

Tues - Fri 8am-7.30pm (e.g. 1-7.30)……………………………………………………………

# Weekends

Sat 9am-6.30pm…………………………………………………………………………………

Sun 8am-6pm……………………………………………………………………………………

# **Experience**

# Please give details of any relevant experience you’ve had e.g. retail, cash handling, food production/handling

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

# **References**

# Please supply details of a referee. This should be a work rather than personal reference, ideally your last employer.

|  |
| --- |
| Name ………………………………………………………………………………………………..  Address………………………………………………………………………………………………  ……………………………………………………………………………………………………….  Email…………………………………………………………………………………………………  Telephone number………………………………………………………………………………….  Position…………………………………………………………………………………………..…. |

**We apologise that we are not able to reply to all casual applications due to the large number we receive. Applications are held on file for upto 3 months.**

#### **Casual Work at Unicorn – Background Info**

Thanks for your interest in working at Unicorn!There are two types of employment here - casual work or permanent employment as a Member of the co-operative. This form is for casual work, which is suitable for those looking for some flexibility in when they work and who may have commitments elsewhere. Casual work is not suitable for people needing regular, guaranteed hours, as shifts are not guaranteed and may end or pause without notice (casuals are also free to stop accepting new shifts without notice). Employment as a Member is stable and long-term, involving a lot of commitment & responsibility – details of membership vacancies are advertised on the jobs page of our website.

Casual work at Unicorn involves tasks such as packing dried foodstuffs in our production area,serving customers at the till and re-filling shelves on the shop floor, as well as some cleaning tasks at the end of the day. You should be prepared for some of the work being repetitive, and involving some heavy lifting. There is also the likelihood you may encounter allergens within the packing room.

##### Pay

The current rate of pay is £12.00 per hour, subject to tax and N.I. This is paid every Thursday or Friday into your bank account, one week in arrears.

All casual workers need to provide evidence of their right to work in the UK and for health and safety purposes, also that they are 18 years old or above.

On your first day at Unicorn you need to bring:

* Bank Details
* N.I. Number
* UK or EEA passport or two forms of ID (e.g. passport/visa)
* Current P45 (if you have one)

###### Conditions of casual work

Unfortunately we are only able to offer casual employment for a maximum of 12 months. During this time, we are under no obligation to offer shifts. This works both ways, as you are under no obligation to accept any shifts that are offered. Should you be unable to attend a previously arranged shift please let us know Unicorn as early as possible – not doing so could lead to no further work being offered.

The selection process involves a (paid) practical work assessment and a short informal chat. If your speed of working and accuracy are good you will be allocated some further trial shifts, arranged at mutually convenient times.

From this point, hours are offered on an as and when basis. Shifts are generally (though not always) arranged by phoning casuals on Thursdays & Fridays to offer work for the following week. The hours allocated may relate to any or all of the following; the staffing needs of the business; casual workers’ skills, availability & contactability; and the co-op’s level of satisfaction with work performance.

Co-op members are reviewed by other members, and similarly, casual workers are informally reviewed. This is carried out by the casual liaison team, who are open to feedback from all co-op members. However the nature of casual work and the high turnover of casual staff means we are not able to give the kind of performance feedback given to permanent staff. Casual workers should appreciate their shifts may stop at any time, for any or all of the reasons given above. Once again, if you need very regular, guaranteed work, casual employment may not be for you.

**If you are still interested in becoming a casual worker at Unicorn, please fill in the form & drop it off in the shop, or email it to recruitment@unicorn-grocery.coop. Thanks!**