

Return completed forms to the Admissions office in the college of your choice



National Apprenticeship Programme in Professional Cookery Apprentice Application Form

Name of College you are applying to:

Name of Establishment you work in:

Personal Information:

Surname: First Name(s):

Date of Birth: Male: Female:

Address: Nationality:

If Non-EU please State:

Visa/Stamp:(attach Copy):

Home Tel.: Mobile:

Email: PPS No:

Employment History

From	To	Employer's Name, Address & Telephone number <i>(Present Establishment)</i>	Position and Duties Held
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Education Details

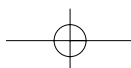
From	To	Name of School/College	Qualifications Obtained
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you participated in any other CERT/Fáilte Ireland programmes?

Yes No

If yes, please specify:

Other achievements:



Current Employer/Location of Apprenticeship

 Name of Establishment in which you are employed:

 Employer's Name
 and Address:

Tel:

Fax:

Email:

I agree to abide by the Code of Practice and Contract of Employment

Employer's Signature:

Position:

Date:

Colleges offering the National Apprenticeship Programme in Professional Cookery
1. Athlone IT

 Dublin Road
 Athlone
 Co. Westmeath

 Tel: (09064) 24400
 Contact: Mr. John O'Hara

2. Cork Institute of Technology

 Rossa Avenue
 Bishopstown
 Co. Cork

 Tel: (021) 432 6100
 Contact: Mr. Liam Noonan

3. Crumlin College of Further Education

 Crumlin Road
 Dublin 12

 Tel: (01) 454 0662
 Contact: Ms. Margaret Buckley

4. Dublin Institute of Technology

 Cathal Brugha Street
 Dublin 1

 Tel: (01) 402 3000
 Contact: Mr. Joe Erraught

5. Galway/Mayo Institute of Technology

 Dublin Road
 Galway

 Tel: (091) 753 161
 Contact: Mr. Robert Dagger

6. IT Tallaght

 Tallaght
 Dublin24

 Tel: (01) 404 2000
 Contact: Mrs. Vourneen Hennessy

7. IT Tralee

 North Campus
 Dromtacker
 Co. Kerry

 Tel: (066) 714 5600
 Contact: Ms. Mary Rose Stafford

8. Waterford IT

 Cork Road
 Co. Waterford

 Tel: (051) 302000
 Contact: Mr. Robert Hyde

9. Tourism College Killybegs

 Killybegs
 Co. Donegal

 Tel: (074) 973 1120/26
 Contact: Ms. Deirdre McCole

10. Dundalk IT

 Dundalk
 Co. Louth

 Tel: (042) 937 0200
 Contact: Mr. Michael McNamara

This college does not run the Year 1 Apprenticeship Programme every year so please check with the college before submitting an application.

11. Limerick IT

 Moylish Park
 Limerick

 Tel: (061) 208208
 Contact: Mr. Derek McInerney

This college does not run the Year 1 Apprenticeship Programme every year so please check with the college before submitting an application.

 Return completed forms to **The Admissions Office** in the college of your choice.

- First round applications must be received by 31st May
- A further round of applications may be sought.

Contract of Employment Apprenticeship Staff

Apprentice Name:

Hotel Address:

Job Title:

Commis Chef

Trial Period:

You will initially be employed on a () week trial basis during which you will receive feedback on your performance. It is a specific condition of your employment under this Contract that on or before the completion of that trial period, you will have registered on the National Apprenticeship Programme in Professional Cookery.

Remuneration:

You will be paid a gross salary of €____ per week (live in/out). This includes a premium for Sunday work. This will be paid to you by cheque/bank transfer. A deduction of €____ per week will be paid where live in accommodation is provided. You will be required to work a week in hand.

Hours of Work:

You will be required to work on the basis of a five day week and 78-hour fortnight excluding meal times. Overtime will be recorded for hours worked in addition to the 78-hour fortnight. This overtime will be agreed with you in advance and paid or given as time in lieu having due regard for JLC rates as appropriate.

You are required to attend College to complete each module of the Course as set out in the curriculum of the course you are attending. The Company undertakes to release you with pay for those periods. Please note however that failure, without reasonable and acceptable explanations, to attend on the Course will constitute a breach of the terms of your employment and may lead to the termination of your employment.

Annual Leave:

Your entitlement for holidays will be 20 days plus public holidays. Holidays must be taken within the holiday year and cannot be carried forward except with the agreement from the General Manager.

Contract of Employment Apprenticeship Staff *(Continued)*

Meals/Uniform:

All meals will be provided for you on duty and you will also receive two sets of chef whites to be maintained by you.

You will be required to wear the appropriate uniform and to conform to the highest standards of personal hygiene and appearance.

Training & Assessment:

You will receive monthly assessment by an approved Trainer to ensure practical work is satisfactory and assignments are completed.

You are required to attend regular training sessions. Notification and content of these will be detailed to you in a supplementary format. Failure to attend those training sessions without adequate and acceptable explanations will be deemed to be a breach of this Contract.

An allowance of €162 per annum will be given to assist with the purchase of course books.

Exam Leave:

You are entitled to receive 3 days fully paid exam leave prior to the end of year examinations. Two weeks notice must be given to your Head of Department of your intention to take this leave.

Period of Notice:

You are required to give at least 1 week's notice that you intend to leave. It is helpful if you are able to give more. We will, in turn, give you at least one week's notice.

Sick Leave:

House policy will apply.

Health & Safety:

All matters relating to Health and Safety will be discussed with you during induction.

Please Print:

Hotel Name:

Employer's Name:

I agree to abide by the terms of this contract.

Employer's Signature:

(on behalf of establishment)

Dated:

Employer's Name:

(Please print)

Apprentice Signature:

Dated: