



Dear

Date:

Welcome to the Pasco Group. We want you to feel part of the team as soon as possible, as so to assist you in your induction and bring you on board as efficiently as possible; we have put together this new starter pack for you.

Included in this pack are all of the forms required to successfully get your employee file created and importantly set you up on the payroll!

Listed below are all the forms that need to be completed and returned to your store manager at the end of your first shift. You can use this as a checklist to ensure you have completed all of the forms.

- |   |                          |
|---|--------------------------|
| Application Form                                  | <input type="checkbox"/> |
| Induction Form                                    | <input type="checkbox"/> |
| New Starter Details                               | <input type="checkbox"/> |
| ASAP New Starter Training                         | <input type="checkbox"/> |
| Health and Safety Personal Training               | <input type="checkbox"/> |
| P46 (In absence of P45)                           | <input type="checkbox"/> |
| Deductions Agreement                              | <input type="checkbox"/> |
| Contract of Employment (Employee to keep on copy) | <input type="checkbox"/> |
| Medical Questionnaire                             | <input type="checkbox"/> |
| Working Time Opt Out Agreement                    | <input type="checkbox"/> |
| Robbery Policy                                    | <input type="checkbox"/> |
| CCTV Policy                                       | <input type="checkbox"/> |
| Pasco Group Welcome Book                          | <input type="checkbox"/> |
| Job Description (to be retained by employee)      | <input type="checkbox"/> |

In addition to completing the above forms you will also need to ensure:

- |  |                          |
|--|--------------------------|
| Provide copy ID and proof of eligibility to work (if applicable)   | <input type="checkbox"/> |
| Provide copy printed bank details  | <input type="checkbox"/> |
| Completed the required University of Subway Courses prior to first shift (please speak to your Store Manager for information on how to do this.) | <input type="checkbox"/> |

It is very important that all the above forms and requirements are met before we can set up and process pay following your start date.

Yours faithfully  
Sue and Steve Pasco

***I confirm I have completed each of the above forms and requirements, signing and dating each completed form.***

***Signed: ..... Date: .....***

# **SUBWAY STORE DEVELOPMENT LTD**

## **CONTRACT OF EMPLOYMENT**

This document dated ..... sets out the main terms of your employment in accordance with the Employment Rights Act 1996, which together with your offer letter and Employee Handbook form the terms and conditions of your employment with **Subway Store development Ltd, 256 Southmead Road, Westbury On Trym, Bristol, BS10 5EN ("the Company")**.

**Employee:** ..... (referred to as "you")

**1. Commencement of Employment:**

Your employment with the Company commenced on: .....

No previous employment counts toward your period of continuous employment with the Company.

**2. Position:**

The title of the job which you are employed to do is: .....

The Company may amend your duties either on a temporary or permanent basis. You will be notified of any permanent change in writing. In addition to your normal duties, you may be required to undertake additional or other duties as necessary to meet the needs of the business.

You agree to devote the whole of your time, attention and abilities during your hours of work to promote, develop and extend the Company's business and interests.

You may not without first obtaining the prior written consent of the Company accept or hold any office or directly or indirectly be interested in any other trade, business or occupation whilst working for the Company.

**3. Employee Handbook:**

The Employee Handbook is available for you to consult in your store.

**4. Probationary Period:**

New employees are subject to the satisfactory completion of a three month probationary period. The Company reserves the right to extend this period at its discretion.

The Company will assess and review your work performance during this time and reserves the right to terminate your employment at any time during your probationary period.

During the first month of your employment, the Company or you may terminate your employment without notice.

After one month's service and up to the satisfactory completion of your probationary period, including any extension to this, either party may terminate your employment by giving one week's notice in writing.

**5. Place of Work:**

You are required to work at ..... and other locations depending on the needs of the Company. You will be given reasonable notice of any such requirement.

**6. Pay:**

Your rate of pay is £..... per hour, payable on or around the Wednesday of each fortnight, by BACS, week in hand.

**7. Food Entitlements**

Staff are entitled to a subsidised meal and drink when on duty for more than 4 hours. The meal must be taken from the normal sandwich offerings or alternative salad or wrap item. The meal must be entered on the till system as an employee meal. A six inch price is £1 and footlong £2 with bottled drinks, cookies, crisps discounted at 50%. The Store Manager will explain to you how to do this on joining.

**8. Uniform**

It is a condition of employment that you wear the uniform supplied by the Company at all times when you are on duty. You are responsible for keeping your uniform clean and pressed. Failure to adhere to uniform standards will result in you being sent home and you will not be paid for that shift.

All items of uniform issued to you remain the property of the Company and must be returned should you leave the Company's employment. On joining, you will be asked by the Store Manager or Area Manager to sign for receipt of items of the uniform. We take a £50 security deposit from your initial salary which is returned to you on leaving the company on return of the uniform in good order. If the uniform is not returned within 7 days of leaving the Company does not reimburse this deposit.

**9. Deductions:**

The Company reserves the right to require you to repay to the Company by deduction from your pay:

- any fines, penalties or losses sustained during the course of your employment and which were caused through your conduct, carelessness, negligence, recklessness or through your breach of the Company's rules or any dishonesty on your part;
- any damages, expenses or any other monies paid or payable by the Company to any third party for any act or omission by you, for which the Company may be deemed vicariously liable on your behalf;
- the costs of any personal calls made by you on Company telephones, without prior authorisation from the Company;
- on termination of employment, any holiday pay paid to you in respect of holiday granted in excess of your accrued entitlement;
- any other sums owed to the Company by you, including, but not limited to, any overpayment of wages, outstanding loans or advances, or relocation expenses;
- any deductions otherwise entitled under this contract;
- where you have entered into a separate agreement with the Company, any outstanding costs detailed in the agreement.

You authorise the Company to make any such deductions from any and all monies owing to you by the Company.

You authorise the Company to make deductions from your pay to compensate for cash shortages and / or stock deficiencies during shifts worked by you, whether or not these can be attributed to you personally.

The Company may only deduct up to 10% of the gross amount payable to you on the payday upon which any deduction is made. The Company can make a series of similar deductions on each subsequent payday until the value of each cash shortage or stock deficiency is repaid. The maximum time period in which the Company can make such a deduction or begin to make a series of deductions is 12 months from the time the Company could reasonably have known of the cash shortage or stock deficiency.

Should your employment be terminated, for any reason, while a part of any cash shortage or stock deficiency remains outstanding, the Company reserves the right to recover the balance in full from your final pay

**10. Personal Mobile Phones**

Staff should refrain from making personal calls on mobile phones while on duty at the store except on Company business or where an emergency occurs. Personal mobile phones should be switched off in service and preparation areas.

**11. Pension:**

The Company operates a Stakeholder pension scheme applicable to your employment, which you may be eligible to join. Full details of the scheme can be obtained from management. A contracting-out certificate is not in force in respect of this employment.

**12. Hours of Work:**

Your working hours are variable and will be organised according to a rota which the Company will notify to you in advance. The Company does not guarantee to provide you with a minimum or maximum number of hours of work.

On occasions, it may be necessary, where appropriate and with your agreement, for you to take on additional responsibilities at your store. On such occasions, the Company will ensure that you are paid at an enhanced hourly rate for those hours worked whilst undertaking such increased responsibilities.

**13. Break Entitlement:**

If you work more than six consecutive hours per day you must take a 30 minute unpaid break after each six hours worked by arrangement and at times convenient to the Company.

**14. Time Recording:**

The Company operates an automated time recording system. You are required to log in at the beginning and log out at the end of each working day, as you enter or leave the premises, or as otherwise directed.

You are solely responsible for your own time recording on commencing and finishing work. If you log in or out on behalf of another employee or permit another employee to do so on your behalf you may be subject to disciplinary action, up to and including the termination of your employment without notice for gross misconduct.

**15. Short-Time Working and Lay Off:**

The Company reserves the right to introduce short time working or a period of temporary lay off without pay (with the exception of any statutory entitlement) where this is necessary to avoid redundancies, where work cannot be performed due to exceptional circumstances, or where there is a shortage of work.

**16. Holiday Entitlement:**

The holiday year runs from the anniversary of your start date.

Your annual holiday entitlement in any holiday year is 28 days (5.6 weeks). The Company does not recognise public holidays, which are viewed as normal working days.

Annual holiday entitlement during your first year of employment accrues at the rate of one twelfth of the full annual holiday entitlement, on the 1st of each month, in arrears.

If you work part-time your annual holiday entitlement will be calculated and applied on a pro-rata basis.

As your hours of work are variable, you will be entitled to holiday pay based on an average of the amount of remuneration paid to you over the 12 weeks prior to the commencement of your holiday leave.

You are required to submit annual holiday requests to management as early as possible, normally giving a minimum of one month's notice prior to the requested annual holiday start date.

The Company may require you to take all, or part of any outstanding holiday entitlement, and reserves the right not to provide you with advance notice of this requirement.

In the event of termination of employment, you will be entitled to holiday pay calculated on a pro-rata basis in respect of all annual holiday already accrued in the current holiday year, but not taken at the date of termination of employment.

If on termination of employment, you have taken more annual holiday than your pro-rata entitlement in the current holiday year an appropriate deduction will be made from your final payment.

If you are dismissed for gross misconduct, or you fail to give the required notice of resignation, you are not entitled to be recompensed for unused holidays in excess of the minimum statutory entitlement in the current holiday year.

Further details relating to holiday entitlement are set out in the Employee Handbook.

**17. Absence Reporting:**

You are required to notify the Company of your sickness absence. You should do this personally, by telephone, to your line manager by no later than four hours before your normal start time on the first day of absence.

Notification of absence by text messaging or emailing is not permitted.

Further details relating to the Company's absence procedure and rules are set out in the Employee Handbook.

**18. Statutory Sick Pay:**

You will be entitled to Statutory Sick Pay for any period of absence due to sickness or injury subject to meeting the required qualifying conditions.

Further rules relating to the notification of and payment in respect of absence because of sickness or injury are set out in the Employee Handbook.

**19. Notice:**

You are required to give one weeks' notice in writing to terminate your employment with the Company.

You are entitled to receive the following written notice of termination of employment from the Company:

**Length of Service**

Less than one month

At least one month but less than two years' continuous service

Two years' or more continuous service

**Notice Period**

No notice

One week

One week per completed year of service up to a maximum of 12 weeks

The Company may exclude these notice provisions in the event of dismissal for gross misconduct.

The Company reserves the right to make a payment in lieu of notice for all or any part of your notice period upon the termination of your employment, regardless of whether notice to terminate the contract is given by you or the Company.

**20. Disciplinary Procedure:**

The Company's Disciplinary Procedure, Code of Conduct and Standards are set out in the Employee Handbook. You are strongly advised to familiarise yourself with them.

The Company reserves the right to discipline or dismiss you without following the Disciplinary Procedure if you have less than a certain minimum period of continuous service as set out in the Employee Handbook.

If your commencement date was before 6<sup>th</sup> April 2012, the Company reserves the right to discipline or dismiss you without following the Disciplinary Procedure if you have less than 12 months' continuous service.

If your commencement date was on or after 6<sup>th</sup> April 2012, the Company reserves the right to discipline or dismiss you without following the Disciplinary Procedure if you have less than 24 months' continuous service.

**21. Disciplinary and Dismissal Appeals:**

If you are dissatisfied with any disciplinary or dismissal decision taken in respect of you, you may appeal to a Director. Further details on Disciplinary and Dismissal Appeals are set out in the Employee Handbook.

**22. Grievance Procedure:**

The Company encourages employees to settle grievances informally with their manager. If, however, you have a grievance relating to any aspect of your employment which you would like to be resolved formally, you must set out the nature of the grievance in writing and submit it to the Operations Manager.

You will have the right to appeal against any decision taken in respect of your grievance. You should submit the written appeal to a Director.

Further details of the Grievance Procedure are set out in the Employee Handbook.

**23. Health and Safety:**

It is your duty and responsibility to familiarise yourself with, and to comply with, the Company's or any third party's health and safety policies and procedures. Breach of these rules may result in disciplinary action, up to and including the termination of your employment without notice for gross misconduct.

**24. Personal Protective Equipment (PPE):**

The Company will supply you with Personal Protective Equipment (PPE) at the Company's expense.

It is a condition of your employment that you wear any PPE, whenever required by law or by site-specific rules, whilst working. Breach of these rules may result in disciplinary action, up to and including the termination of your employment without notice for gross misconduct.

You are expected to maintain all items of PPE in a reasonable condition. You will be required to return all PPE at the termination of your employment. The Company reserves the right to deduct from your final pay the cost of any PPE that is not returned, or is returned damaged beyond normal wear and tear.

Should you attend work without the necessary PPE, you will be required to change into the necessary clothing. In these circumstances, you will not be paid for the duration of any absence from work.

**25. Confidentiality:**

You agree that during the course of your employment you will have access to Confidential Information belonging to the Company. You shall not at any time during (except in the proper course of carrying out your duties) or after your employment, whether directly or indirectly, disclose to a third party or make use of any Confidential Information.

For the purposes of this section, "Confidential Information" is defined as information, regardless of the format or manner in which it is recorded or stored, which is not within the public domain and which relates to the business, products, finances, affairs, trade secrets, intellectual property, technical data, and know-how of the Company, its clients, customers, or any business contacts whatsoever.

**26. Post-Termination Restrictions:**

You acknowledge and agree that given the nature of your role, you will have access to Confidential Information, trade secrets and know-how which would result in considerable costs, both economic and otherwise, to the Company in the event that you were allowed to compete with the Company upon termination.

You agree that the Company has a legitimate interest in protecting its commercial interests, goodwill and a stable workforce and you agree, in consideration of the opportunity of working for the Company, to the following restrictions, for the purpose of protecting the Company's best interests.

In the event that any one or more or any part of the Restrictions set out below shall be rendered or judged invalid or unenforceable, such restriction or part shall be deemed to be severed from this agreement and such invalidity or unenforceability shall not in any way affect the validity or enforceability of the remaining restrictions.

**27. Data Protection:**

In accordance with the Data Protection Act 1998, it will be necessary for the Company to maintain personal data which is processed for the purposes of your employment.

**28. Changes to Terms of Employment:**

The Company reserves the right to make reasonable amendments to your terms and conditions of employment. Any changes or amendments to the terms of your employment will be confirmed to you in writing within one month of them taking effect.

**29. Acknowledgement:**

You acknowledge receipt of this document and having been shown a copy of the Employee Handbook. You further acknowledge and agree that you have read, understood and accept the terms and conditions of employment contained within this document, which together with the Employee Handbook forms your Contract of Employment.

Signed by: ..... (Employee)

Date: .....

Signed by: .....

For and on behalf of **Subway Store development Ltd**

Print name and position: .....

Date: .....



# APPLICATION FORM

**POSITION APPLIED FOR (Inc Store):** \_\_\_\_\_

The following information will be treated in the strictest confidence.

## Personal

(Please complete this section in BLOCK CAPITALS)

Surname: \_\_\_\_\_

First name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Home telephone number: \_\_\_\_\_

Mobile telephone number: \_\_\_\_\_

Full Driving Licence: **Yes / No** Endorsements: **Yes / No**  
If YES, please give further details including dates: \_\_\_\_\_

Are you involved in any activity which might limit your availability to work or your working hours e.g., local government? **Yes / No**

If YES, please give full details: \_\_\_\_\_

Are you subject to any restrictions or covenants which might restrict your working activities? **Yes / No**

If YES, please give full details: \_\_\_\_\_

Are you willing to work overtime and weekends if required? **Yes / No**

Please give details of any hours which you would not wish to work: \_\_\_\_\_

Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974?) **Yes / No**

If YES, please give full details: \_\_\_\_\_

If offered employment, you will be required to complete a Medical Questionnaire. Are you prepared to undergo a medical examination before starting employment? **Yes / No**

Have you ever worked for this Company before? **Yes / No**

If YES, please give full details: \_\_\_\_\_



Have you applied for employment with this business before?

**Yes / No**

Do you need a work permit to take up employment in the U.K.?

**Yes / No**

How much notice are you required to give to your current employer?

## Education

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma/Qualification
Job related Training Courses Name of Organisation	Date	Subject	

Please give details of membership of any technical or professional associations:

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Please list languages spoken and the level of competence:

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## Employment Details

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

Name and address of employer	Dates	Position held/Main duties	Reason for leaving

## Present or Last Employer

Are you currently employed?

**Yes / No**

Name of present or last employer:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone number:

\_\_\_\_\_

Nature of business:

\_\_\_\_\_

Job title & brief description of duties:

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving:

\_\_\_\_\_

Length of service:

From: \_\_\_\_\_ To: \_\_\_\_\_



## Interests, Achievements, and Leisure Activities

(e.g. hobbies, sports, club memberships)

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## Supplementary Information

Please set out below any further information to support your application  
(e.g. past achievements, future aspirations, personal strengths)

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## Declaration

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Company immediately of any changes to the above details.

Signed: \_\_\_\_\_

PRINTED: \_\_\_\_\_

Date: \_\_\_\_\_

## References

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? **Yes / No**

Name:	Name:
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:

## Source of Application

How did you hear of this vacancy? \_\_\_\_\_



# NEW EMPLOYEE INDUCTION FORM

## Personal Details

Employee name: \_\_\_\_\_

**Please delete below as appropriate:**

New Start Details Form returned?	Yes / No
P45/P46 returned?	Yes / No
Medical Questionnaire returned?	Yes / No
Produced a copy of driving licence (where appropriate)?	Yes / No
Produced Passport, Birth Certificate or Work Permit?	Yes / No

## Induction Checklist

Please insert the date on which the following aspects of induction training were completed alongside the initials of the person who conducted the training.

Activity Undertaken:	Date:	Initials:
1. An introduction to the business, its products or service, the Company structure and its aims:		
2. An introduction to colleagues and other appropriate employees:		
3. Contents of Employee Handbook containing the main terms of employment discussed:		
4. Issued with a Contract of Employment:		
5. Taken on a tour of the premises and shown the toilet facilities, the catering facilities, the fire exits and first aid provisions:		
6. Shown the Health and Safety Procedures:		
7. Familiarised with Absence Procedure:		
8. Familiarised with Holiday Request Procedure:		
9. Familiarised with Equal Opportunities Policy:		
10. Familiarised with other working procedures not outlined in the Employee Handbook: Procedures outlined were: <ul style="list-style-type: none"><li>• ASAP New Starter Training</li><li>• University of Subway</li><li>• Health and Safety Personal Training</li></ul>		

Signed by Employee: \_\_\_\_\_

Name (PRINTED): \_\_\_\_\_

Date: \_\_\_\_\_



## NEW START DETAILS FORM

This form should be completed and returned with your acceptance of the job offer. It should be completed in BLOCK CAPITALS.

The following information will be treated in the strictest confidence.

### Personal:

Surname: \_\_\_\_\_

First name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Home telephone number: \_\_\_\_\_

Mobile telephone number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

### Bank / Building Society Details:

Name of Bank / Building Society: \_\_\_\_\_

Branch: \_\_\_\_\_

Sort Code: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

This is to be accompanied by a printed copy of the bank details E.G copy statement or card.

### Next of Kin Details:

Surname: \_\_\_\_\_

First name: \_\_\_\_\_



Home telephone number: \_\_\_\_\_

Mobile telephone number: \_\_\_\_\_

Work telephone number; \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

**Declaration:**

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Company immediately of any changes to the above details.

Signed: \_\_\_\_\_

PRINTED: \_\_\_\_\_

Date: \_\_\_\_\_

In order for new starter to understand the Subway process it is necessary for new employees to become a productive participant during busy periods. In no way does this outline provide a measure of comprehensive training. The purpose is to educate new starters in how to make a SUBWAY sandwich.

Employee..... Store Manager.....

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## PART 1

**Subject:** Orientation

**Time:** 10 Minutes

**Date:** .....

- Introduction to colleagues.
- Clocking in and out procedures.
- Uniform Policy.
- Subsidised meal/drink policy.
- Fire exits, breakers, extinguishers.
- Health and Safety Policy.
- Work schedule and notice boards.

**Subject:** Front Line Equipment / Safety

**Time:** 15 Minutes

**Date:** .....

- Bread cabinet, oven, microwave and hot well.
- Cold deck and lids.
- Hand washing facilities and correct techniques.
- Glove policy.
- Toaster and Oven Safety.
- Correct use/storage of knives.
- Cleaning methods and substances.
- Product Line Refill Requirements and expiry dates.
- Correct manual handling techniques.

**Employee Signature**..... **Trainer Signature**.....

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## PART 2

**Subject:** Initial Customer Input

**Time:** 10 Minutes

**Date:** .....

- Smile! Acknowledge customer within 3 seconds with direct eye contact.
- Greet with, "May I help you?" or "I will be right will you!".
- Take order, repeat order, select bread and make hinge cut.
- Pass to colleague on salad station, verify any further orders.



# Sandwich Artist - ASAP Training | 2011

**Subject:** Build a Sub

**Time:** 20 Minutes

**Date:** .....

- Sandwich sizes: 12", 6" and mini sub.
- Hinge cut.
- Bread types: Italian, Hearty, Wheat, Honey Oat, Italian
- Meat portions: Sliced Meats, scooped meats and portioned meats.
- Cheese types and portions.
- Double Portions.

**Subject:** Second Customer Input

**Time:** 10 Minutes

**Date:** .....

- Smile! Acknowledge customer within 3 seconds with direct eye contact.
- Establish their sandwich.
- Identify and place salad items required.
- Secure customer approval E.G "How is that? Anything else?"

**Subject:** Salad/Sauces

**Time:** 20 Minutes

**Date:** .....

- Placement and sequence of salad items.
- Formulas; inc weights and measures.
- Restocking sandwich unit.
- Placement and quantity of condiments.
- Review of sequences and sub building process.
- Final assembly: deli paper, wrapping and bagging.
- Napkin allotment: 6"=1, 12"=2, wrap = 1.
- Salad assembly.
- Wrap assembly.

**Employee Signature**..... **Trainer Signature**.....

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## PART 3

**Subject:** Equipment Operation

**Time:** 10 Minutes

**Date:** .....

- Microwave: deli paper, selection buttons, on/off operation.
- Turbo Chef Speed Oven; toasting process, place on mesh toaster basket.
- Correct handling of SO paddle.
- SO control panel selections/settings/sub options.
- Safe use of door system.
- SO alarm system, adding time and removing product.
- Storing SO paddle outside oven.

**Subject:** Applying Skills

**Time:** 60 Minutes

**Date:** .....

- Practice on veggie station when busy.
- Practice on whole process in quiet periods.
- Make 6" toasted sub with the works and wrap.
- Make 12" toasted sub with works and wrap.
- Make salad/wrap and wrap.

**Employee Signature**..... **Trainer Signature**.....





## Health & Safety at Work Personal Training

### Record

Name.....Store .....

Date.....Name of Trainer .....

### Health & safety at work

I have been trained in what to do in the event of an accident at work and I know the location of the first aid box and that I must inform the duty Manager when there is an accident

I know I must look out for any hazards in the work place & report them to the Manager. I understand I can be fined if I fail to report a hazard or if I smoke in the work place or if I do not follow hygiene standards

I have been trained on heat proof glove usage

I have been trained on usage of caution signs when spills or mopping the floor

I have been trained on acting immediately to any spillages front and back of house

I know to work in a safe manner towards customers and work colleagues

I have been trained what to do if a customer 'grabs and runs' with out paying

Date: .....

Print & Sign

name.....

### Hygiene

I am aware of hygienic food handling procedures

I am aware of the HACCP principals and agree I will follow

I know I have to wear a cap and apron in all food preparation areas

I know the company policy of jewelry

I am aware and will follow personal hygiene procedures

I have been training on hand washing and glove usage when handling food

Date: .....

Print & Sign

name.....

### C.O.S.H.H.

I have been trained in the correct usage of all chemicals at Subway

I understand the dangers of mixing chemicals incorrectly

I understand not to use unauthorized cleaning chemicals

I am aware of where all chemicals are kept and how they are stored

Date: .....

Print & Sign

name.....

### Tomato Slicer

I have been trained on the use and cleaning of the large tomato slicer

I have been trained on how to clean the slicers

Date: .....

Print & Sign

name.....

### Vegetable Slicer

I have been trained on the use and cleaning of the vegetable slicer

I have been trained on how to dismantle, clean and re-assemble the slicer

Date: .....

Print & Sign

name.....

**Tin Can Opener**

I have been trained on the use and cleaning of the can opener

I know how to open tin cans in a safe and secure manner

Date: .....

Print & Sign

name.....

**Knives**

I have been trained to handle, use and clean manual knives

I have been trained on the proper storage of knives at the wash sink area

Date: .....

Print & Sign

name.....

**Lifting and Bending**

I have been trained on how to lift heavy objects correctly to avoid back injury

I have been trained on how to store heavy good. Light weight products on top shelves and heavy goods bottom shelves

Date: .....

Print & Sign

name.....

**Fire & Bomb Threats**

I have been trained and know the action to take in the event of a fire and where the fire exists, alarms call points, fire extinguishers and the fire assemble point are

I know what to do if I see an unattended package or if I receive a bomb threat

Date: .....

Print & Sign

name.....

I have been given the full Sandwich Artist training checklist and agree to take an active part in my training which includes the University of Subway E learning courses. I agree this will be completed within 12 weeks of my start date.

Signed Sandwich Artist .....Signed Trainer

.....

Store Manager .....COMPLETED FORM TO BE INCLUDED IN  
EMPLOYMENT FILE.



## P46: Employee without a form P45

## Section one To be completed by the employee

Your employer will need this information if you don't have a form P45 from your previous employer. Your employer may ask you to complete this form or provide the same information in another format. If you later receive your P45, hand it to your present employer. Use capital letters when completing this form.

## Your details

National Insurance number

*This is very important in getting your tax and benefits right*

Title - enter MR, MRS, MISS, MS or other title

--

Surname

A grid consisting of three horizontal rows of squares. Each row contains exactly ten squares, for a total of thirty squares.

First name(s)

Gender. Enter 'X' in the appropriate box

7

Date of birth *DD MM YYYY*

□ □    □ □    □ □ □ □

Address

House or flat number

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Rest of address including house name or flat name

A large grid consisting of 5 rows and 10 columns of empty square boxes, intended for students to write their answers.

Postcode

## Your present circumstances

Read all the following statements carefully and enter 'X' in **the one** box that applies to you.

A

OR

B

OR

C

## Student Loans (advanced in the UK)

D

## Signature and date

I confirm that this information is correct

Signature

\_\_\_\_\_

Date *DD MM YYYY*

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## Section two To be completed by the employer

Almost all employers must file employee starter information online at [www.hmrc.gov.uk/online](http://www.hmrc.gov.uk/online)

Guidance for employers who must file online can be found at [www.businesslink.gov.uk/payingnewemployees](http://www.businesslink.gov.uk/payingnewemployees)

Employers exempt from filing online should send this form to their HM Revenue & Customs office on the first payday. Guidance can be found in the E13 *Employer Helpbook Day to day payroll*.

### Employee's details

Date employment started DD MM YYYY

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Works/payroll number and department or branch (if any)


Job title

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### Employer's details

Employer PAYE reference

Office number Reference number

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Employer name

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Address

Building number

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Rest of address

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Postcode

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### Tax code used

If you do not know the tax code to use or the current National Insurance contributions (NICs) lower earnings limit, go to [www.businesslink.gov.uk/payeratesandthresholds](http://www.businesslink.gov.uk/payeratesandthresholds)

Enter 'X' in the appropriate box

#### Box A

Emergency code on a **cumulative** basis

A	
---	--

#### Box B

Emergency code on a **non-cumulative**  
Week 1/Month 1 basis

B	
---	--

#### Box C

Code BR unless employee fails to  
complete section one then code OT  
Week 1/Month 1 basis

C	
---	--

Tax code used

--	--	--	--	--	--	--	--

If Week 1 or

Month 1 applies,  
enter 'X' in this box

--

For employees who complete Box A or Box B starter notification is not needed until their earnings reach the NICs lower earnings limit.

## DEDUCTIONS AGREEMENT

### UNIFORM

By this Agreement dated ..... made between **Subway Store development Ltd** (the "Company") and ..... both parties agree to the following:

The Company will supply you with the following uniform and badges:

- .....
- .....
- .....

A deduction of **£50** will be made from your initial wages/salary as a Uniform Deposit in accordance with Section 7 of the Contract of Employment.

In line with the uniform set out in your contract of employment, should you on termination of your employment fail to return the uniform provided to you, or should this uniform need to be repaired or replaced as a consequence of your negligence, the Company reserves the right to withhold your deposit.

### CASH HANDLING

The Employee understands and will abide by the following Cash Declaration. Failure to do so will result in deductions from wages/salary payments in accordance with Section 10 Deductions set out in your Contract of Employment.

- The employee is responsible for all cash they handle and will take care in receiving monies and giving change.
- The employee will take care with all money, vouchers and other tender and test for fake notes and coins.
- The employee will check each cash drop, check it is dropped in the sage and sign the log in accordance with company policy.
- Any negligence on the part of the employee leading to cash loses may be deemed as Gross Misconduct and could result in termination of Employment.
- The employee will abide by any cash handling policy as maybe implemented by the Company from time to time.

Signed by the employee: .....

Date: .....

Signed for and on behalf of **Subway Store development Ltd** by:

Name and position within the Company: .....

Signed: .....

Date: .....



## MEDICAL QUESTIONNAIRE

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact telephone number: \_\_\_\_\_

**We will not contact your doctor without your prior written consent.**

1. How many days' absence have you had from work in the last three years?  
How many periods of absence have you had in last three years?

**Number of days absent:**

**Number of periods of absence:**

2. Are you currently taking or have been prescribed medication (excluding contraceptives)? **Yes / No**

If Yes, please give further details:

3. Are you currently receiving treatment for any physical or mental condition? **Yes / No**

If Yes, please give further details;

4. Do you suffer from any injury, illness, medical condition or allergy that might affect your ability to perform your duties? **Yes / No**

If Yes, please give further details:

5. Do you consider yourself to have a disability? **Yes / No**

If Yes, please give further details:



## **Data Protection Notice**

The Company requires certain information before you start employment, to ensure you will be able to perform the requirements of the job and give reliable service, and to ensure compliance with relevant Health and Safety regulations. The information is also required in order to establish whether any reasonable adjustments may need to be made to assist you in performing your duties, in accordance with the Equality Act 2010.

The information you provide will be treated in the strictest confidence, and used only for the purposes detailed above in compliance with the Data Protection Act 1998.

## **Declaration**

I confirm that the information given in this Questionnaire is complete and accurate to the best of my knowledge.

Signed: \_\_\_\_\_

PRINTED: \_\_\_\_\_

Date: \_\_\_\_\_

**Individual Agreement to Opt-Out of Regulation 4(1) of the Working Time Regulations 1998**

**Part A**

I ..... agree that the limit in Regulation 4(1) of the Working Time Regulations 1998 shall not apply to me and that my average working time may therefore exceed 48 hours for an given seven day period (as defined by and calculated in accordance with the WTR 1998.)

This agreement shall apply from (Date).....

I agree that I will comply with any and all of the Companies arrangements, from time to time in force, that relate to its maintenance of records of my hours of work.

This agreement can be terminated by giving three months notice in writing to my manager.

**Part B**

During my employment with the Company I will not engage in any other work or business that in any way could be considered as competing with the Company or that would impinge on my availability and ability to carry out my duties to SSD Ltd.

I understand that I must gain written permission from my Operations Manager should I engage in any other employment. This will not be unreasonably refused.

I understand that SSD Ltd does not permit me to work more than a combined weekly average of 60 hours across this and any other employment. This will be considered misconduct and will be subject to disciplinary procedures.

**Signed (Employee)**..... **Date:** .....

**Signed (Employer)**..... **Date:** .....





## Store Development Limited

### ROBBERY & THEFT POLICY

Although these events are very rare listed below are the procedures to follow if an armed robbery or theft occurred at your place of work.

These procedures have been drawn up to ensure the health & safety and well being of all our employees.

#### Armed Robbery

If by a slim chance your store was to be held up, then you will need to follow the following precautions for your own personal safety. Make minimal eye contact so as not to anger the robbers, inform them of any other staff that are in the building and may be out of sight so as not to panic them. Give them anything they want and do not argue with them. Only press the panic button after the robbers have left the shop and once you have locked the entrance doors so as to avoid a hostage situation. **Under no circumstances must you leave the premises** unless instructed to do so by the police or line manager.

#### Theft

If a theft from the store occurs like when a customer refuses to pay or walks out without paying (bottled drinks or a sandwich etc) then please do not chase the customer or leave the premises and remain behind the counter area. Inform your line manager and make a note of the time that the event happened and call the police. It is important to make a note of the time so that the CCTV cameras can be accessed quickly and the event recorded, so that the police have the relevant evidence. **At no point should you confront the individual who committed the theft, give chase or leave the premises.** Remaining in the store should guarantee your personal safety.

**I have been trained in the event of a theft or armed robbery at my place of work and have read and understand the above procedures and will ensure that they are followed if an event described takes place.**

Employee Name (PRINT) .....

Employee Signature .....

Date .....

Trained By .....Position .....

## **Sandwich Artist**

**Reports to:** Shift Leader/Assistant Manager/Manager/Multi Unit Manager

**Position Summary:** A Sandwich Artist greets and serves customers, prepares food, maintains food safety and cleaning standards and handles or processes light paperwork. Exceptional customer service is a major component of this position.

### **Responsibilities:**

1. Prepares food neatly, accurately and in a timely way.
2. Demonstrates a complete understanding of menu items and explains it to customers accurately. Exhibits a cheerful and helpful manner when dealing with customers.
3. Checks products in sandwich unit area and restocks items to ensure a sufficient supply throughout the shift.
4. Cleans as directed.
5. Greets customers and prepares orders, uses Point of Sale system/cash register to record the order, collects payments from customers and provide change.
6. Understand and adhere to all quality standards, formulas and procedures.
7. Accounts for cash and stock during the shift.
8. Understands and adheres to proper food handling, safety and cleaning standards while preparing food, serving food and cleaning up.
9. Maintain a professional appearance at all times in accordance with Company policy.
10. Performs light paper work duties as assigned.

### **Requirements:**

**Education:** Fluent spoken English and good written English. Good numeracy skills.

**Experience:** Ability to understand and implement written and verbal instructions.

**Physical:** Must be able to work any area of the restaurant when needed and to operate a computerised Point of Sale system. Position requires bending, standing and walking entire workday. Must have the ability to lift 4.5kg regularly and 13kg occasionally

**Personality:** Polite, friendly, customer focussed and most importantly smiles!

## CCTV policy and Procedure

CCTV is operated 24 hours a day, 7 days a week in every store.

This is for the protection of both employees and customers.

### Rules

1. The CCTV camera's must not be moved
2. The CCTV must not be disconnected
3. The camera should not be obstructed
4. Staff should not log in to the software
5. All stores should display a sign notifying customers that CCTV operates within the store

Failure to follow the above procedure is classed as gross misconduct and will result in disciplinary action.

I hereby declare that I have read and understood this CCTV policy and agree to abide by these rules and that I have received a copy of this policy document.

Signed:.....

Print name:.....

Date: .....