

CASUAL FUNERAL OPERATIVE

HOURS OF WORK	Casual, as required , but normally Monday to Friday between 06.30 am – 7.00 pm but when ‘on-call’ it is overnight
	Weekends and Public Holidays when on call.
OUT OF HOURS	The company operates an Out of Hours rota system. The applicant is expected to participate in this system to cover removals. On-call shifts comprise 4 weekend ‘day shifts’ per month and 10 night shifts
PROBATIONARY PERIOD	All appointments are subject to a probationary period of three months.
SALARY	£9.35 per hour, plus payments for call-outs out of hours. Salary is paid in arrears on the 25 th of the month by means of bank transfer. Call out rates will vary between £42 and £60 depending on shift.
SICK PAY	Statutory sick pay.
HOLIDAY ENTITLEMENT	28 days per calendar year, pro rata – after the probationary period.
SMOKING POLICY	The company operates a no smoking policy

The above are guidelines only and can not be taken to constitute part of the formal contract of employment.

JOB DESCRIPTION

JOB TITLE:

Casual Funeral Operative

BASED AT:

Paul J King Funeral Directors
6 Corporation Road, Chelmsford, Essex CM1 2AR, but also working from other branches of the company.

MAIN PURPOSE:

To undertake all duties related to the funeral profession.

KEY TASKS:

- Collecting deceased and assisting on funerals as a driver / bearer.
- Taking delivery of coffins, caskets and general supplies.
- Placing deceased in Chapels of Rest.
- Participating in the out of hours rota system to cover removals.
- Maintaining accurate records as required.
- Carrying out any other duties as required by the company.
- Carrying out routine checks on equipment/vehicles as required.

RESPONSIBLE TO:

Report directly to the business owner – Paul J King

COMMUNICATE WITH:

- Liaising with all other staff and branches of Paul J King Funeral Directors
- Attending team meetings both during and outside office hours

TRAINING:

- Attending training courses delivered internally and externally, where appropriate
- Attending meetings of local/national professional institutions and relevant training days provided by these institutions, where appropriate

GENERAL:

- An Operative Handbook is used throughout the company and staff are expected to adhere to the content of it.
- Observe and adhere to all fire, health and safety and other statutory requirements.

Because of the changing nature of our business your job description may change. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.

JOB APPLICATION FORM – Casual Funeral Operative*Paul J King*
FUNERAL DIRECTORS

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form. A CV can be submitted to support your application, although all parts of the form must be completed, even if you submit a CV.

Part A: Personal Information

Forename(s):		Surname:		Date of Birth:	
Home Address:			Home Telephone Number:		
			Mobile Number: <i>(where possible)</i>		
Postcode:		Email address: <i>(where possible)</i>			
Do you hold a current driving licence?		YES/NO		How long have you held a driving licence?	
Your height?		Do you have regular use of a vehicle for work? YES/NO			

Part B: Education and Training

Schools / Colleges	Dates		Qualifications obtained
	To:	From:	

Other training / courses attended *(please use an additional sheet if necessary)*

Part C: Present or last employment

Present or most recent employer, Nature of business and address	Dates		Position held and nature of duties	Reason for wishing to leave or for having left
	To:	From:		

Current / most recent salary:

Period of notice required:

Part D: Work history

Give details of your previous work history (including voluntary or unpaid work) beginning with the most recent post.

Dates (from/to)	Name & Address of employer	Position held	Summary of main duties	Reason for leaving

Please use an additional sheet if required

Part E: Membership of Clubs, Organisations, Groups, etc

Please list any clubs or organisations of which you are a member

Part F: Hobbies and Interests

Part G: Health and Disability

Is there anything concerning your medical history or state of health that is relevant to your application? YES/NO

If Yes, please give details:

Do you consider yourself disabled within the meaning of the Disability Discrimination Act? YES/NO

If Yes, please give details:

Do you require any special assistance at interviews or with any aspect of the job? YES/NO

If Yes, please give details:

Thank you for your co-operation

Part H: Additional Information

Please give your reasons for applying for this post and any additional information that you feel appropriate to your application, including achievements and skills gained which you consider relevant to the post. Continue on separate sheets if necessary.

Part I: References

Give the names and addresses of two referees, not relatives, of whom confidential enquiries may be made - one of whom must be your **CURRENT** employer (or if not currently employed, your last employer). If you have been with your employer for less than 3 years, you should also give your previous employer as a referee

Name and Address	Position:
	Telephone Number:
	Email:
	Capacity in which known to you:
Name and Address	Position:
	Telephone Number:
	Email:
	Capacity in which known to you:

Information to be sought from your referees will (as appropriate) include the length of time they have known you, your duties and reasons for leaving, the number of days sickness absence (not reasons), details of any disciplinary action, your skills/abilities, work relationships and attitude, strengths and areas for development.

Part J: Declaration

I certify that the information I have given is correct and I understand that should I make an incorrect statement on this application, or should I wilfully conceal any material fact, I will, if appointed be liable for dismissal.

Signed Date:

In accordance with the Data Protection Act 1998, I hereby give my consent for the information I have provided in this application to be used for the purposes outlined only on this form.

Signed Date:

Completed application forms should be returned to:

Miss C Cadey, Paul J King Funeral Directors, Causeway House, 37-39 The Causeway, Maldon CM9 4LJ

Receipt of this application form will not be acknowledged unless you include a stamped addressed envelope.

Your application will be carefully considered and shortlisted candidates will be notified of the outcome of their applications; if you have not heard within four weeks, you should assume that your application has been unsuccessful on this occasion.

Thank you for your interest in this post and for taking the time to complete this form