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# A guide to working with Coople and HelloFresh.

- Your application process
- Your Right to Work interview
- Training

# Your application process.

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## 1. Job application

Congratulations, you have already done this! Whether you have applied via one of our online adverts or have been referred by a friend, you can find out all the details including hours, salary and benefits by visiting our landing page here.

## 2. Interview invitation

Now that we have received your application, you will receive a link to book your Right to Work interview. Be sure to check your email and phone for the link.

## 3. Preparation for your Right to Work interview (more details on next page)

You will need to download the Coople App and set up your profile to prepare for your interview (this document explains how to do that). The Right to Work interview is a legal obligation to ensure you can work in the UK. More information can be found here.

## 4. Training (more details on next pages)

Once you complete your right to work interview, you'll be invited to a training session at the HelloFresh warehouse in Banbury. We'll provide you with Health & Safety training, tell you everything you need to know about the job and give you a tour of the production line. Additionally, all training is paid for!

## 5. Book your first shift

Once you have successfully completed your training, you can book your first shift. Find out more here.

# Your Right to Work interview.

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## We are legally obligated to validate your Right to Work in the UK before you can start working with us.

Don't worry, it'll just be a quick and easy chat – there won't be any tough questions! We'll make sure you have the correct documents to start working. We'll also introduce you to Coople and walk you through the Coople App.

## What to bring to your Right to Work interview

### UK citizens

A passport or full UK birth/adoption certificate and proof of your national insurance number.

### EEA citizens

A passport or national ID card.

### Non-EEA citizens

Either a passport with biometric card, a passport vignette that permits employment or a certificate of application (subject to verification from Home Office)

# Training.

## Once you complete your Right to Work interview, you will be booked into a training session at the warehouse in Banbury.

Training is mandatory, but don’t worry, you will only be required to attend once. During your training, you can expect to learn about health and safety regulations, dress code and your job role. You will also be taken on a tour of the production line.