

STAFF APPLICATION FORM

LOUNGE ROOM 

PLEASE RETURN THIS FORM OR POST TO: STEPHEN McDONALD, 33-43 MAIN ST, LARGS, AYRSHIRE, KA30 8AF

YOUR DETAILS

POSITION APPLIED FOR: BAR/RESTAURANT KITCHEN
 CLEANING STEWARDING ANY

ON AVERAGE, HOW MANY HOURS WOULD YOU LIKE TO WORK EACH WEEK? _____

HOW MANY DAYS WOULD YOU LIKE TO WORK EACH WEEK? _____

SURNAME _____

FORENAME[S] _____

TITLE MR/MRS/MISS/MS/OTHER _____

ADDRESS _____

POSTCODE _____ TEL NO. [HOME] _____

MOBILE NO. _____

AGE _____ DATE OF BIRTH _____ / _____ / _____

NATIONAL INSURANCE NUMBER _____

WHICH UNIT WOULD YOU PREFER TO WORK IN? **LOUNGE** **ROOM**  NO PREFERENCE

MORE ABOUT YOU

INTERESTS & HOBBIES - WHAT DO YOU GET UP TO WHEN YOU'RE NOT WORKING?

CRIMINAL CONVICTIONS

DO YOU HAVE ANY UNSPENT CRIMINAL CONVICTIONS OR CASES PENDING? YES NO

IF 'YES', PLEASE GIVE DATES AND DETAILS _____

ABSENCE FROM WORK

PLEASE STATE THE NUMBER OF DAYS YOU WERE ABSENT FROM WORK, THROUGH ILLNESS, IN THE LAST 2 YEARS: _____

WHAT WERE THE REASONS FOR THE ABSENCES? _____

PLEASE TELL US THE DAYS AND TIMES YOU'RE AVAILABLE: [PLEASE BE AWARE THAT OUR OPENING AND CLOSING TIMES MAY VARY. PLEASE SPEAK TO MANAGER TO DISCUSS EARLIEST AND LATEST SHIFTS]

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
EARLIEST START TIME							
LATEST FINISH TIME							

GENERAL EDUCATION AND TRAINING: [PLEASE TELL US THE LEVEL AND GRADE YOU ATTAINED AND THE SUBJECTS TAKEN]

SCHOOL/COLLEGE/UNIVERSITY	FROM	TO	SUBJECTS STUDIED	EXAMINATIONS/AWARDS/ACHIEVEMENTS

[CONTINUE ON A SEPARATE SHEET IF NECESSARY]

YOUR JOBS UNTIL NOW

CURRENT JOB

FROM _____ TO _____

EMPLOYER'S NAME _____

ADDRESS _____

JOB TITLE _____

MAIN RESPONSIBILITIES _____

REASON FOR LEAVING _____

PREVIOUS JOBS

FROM _____ TO _____

EMPLOYER'S NAME _____

ADDRESS _____

JOB TITLE _____

MAIN RESPONSIBILITIES _____

REASON FOR LEAVING _____

FROM _____ TO _____

EMPLOYER'S NAME _____

ADDRESS _____

JOB TITLE _____

MAIN RESPONSIBILITIES _____

REASON FOR LEAVING _____

PREVIOUS JOBS CONTINUED

FROM _____ TO _____

EMPLOYER'S NAME _____

ADDRESS _____

JOB TITLE _____

MAIN RESPONSIBILITIES _____

REASON FOR LEAVING _____

REFEREES

PLEASE PROVIDE THE NAME, ADDRESS AND TELEPHONE NUMBER OF TWO REFEREES. THESE MUST BE YOUR MOST RECENT EMPLOYER AND PREVIOUS EMPLOYER. IF SELF-EMPLOYED, PLEASE GIVE A BUSINESS REFERENCE. REFERENCES WILL BE APPLIED FOR, COVERING THE LAST FIVE YEARS OF EMPLOYMENT. YOUR CURRENT EMPLOYER WILL NOT BE CONTACTED, UNTIL AN OFFER OF EMPLOYMENT HAS BEEN MADE. [PLEASE CONTINUE ON A SEPARATE SHEET, IF NECESSARY.]

REFEREE 1

NAME _____

COMPANY _____

HEAD OFFICE ADDRESS _____

TELEPHONE _____

REFEREE 2

NAME _____

COMPANY _____

HEAD OFFICE ADDRESS _____

TELEPHONE _____

DECLARATION

I CONFIRM THAT THE INFORMATION GIVEN ON THIS APPLICATION FORM TO JOIN LOUNGE/ROOM AS A PAID EMPLOYEE IS CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY ENGAGEMENT ENTERED INTO IS SUBJECT TO A SATISFACTORY PROBATIONARY PERIOD, REFERENCES SATISFACTORY TO THE COMPANY, DOCUMENTARY EVIDENCE OF MY NATIONAL INSURANCE NUMBER AND MY RIGHT TO WORK IN THE UK AND, IF NECESSARY, A MEDICAL EXAMINATION. I VERIFY THAT THE INFORMATION PROVIDED IS ACCURATE, TRUE AND COMPLETE. I UNDERSTAND, IF I AM APPOINTED AND THIS INFORMATION IS FOUND TO BE INACCURATE, UNTRUE OR INCOMPLETE, THAT THIS WILL BE TREATED AS GROSS MISCONDUCT AND MAY RENDER ME LIABLE TO DISMISSAL. I UNDERSTAND THAT THE INFORMATION WHICH I HAVE PROVIDED WILL BE USED IN ACCORDANCE WITH THE DATA PROTECTION ACT 1998 FOR THE PURPOSE OF MY APPLICATION FOR EMPLOYMENT WITH LOUNGE/ROOM. I UNDERSTAND THAT THIS INFORMATION WILL BE USED TO PROCESS MY INFORMATION, REPORT ON EQUAL OPPORTUNITIES AND FOR ALL OTHER AREAS OF PERSONNEL AND STAFF ADMINISTRATION NECESSARY TO PROMOTE THE BUSINESS. SHOULD I REQUIRE A COPY OF THIS INFORMATION I UNDERSTAND THAT I SHOULD CONTACT THE DATA-CONTROLLER AT THE APPROPRIATE BUSINESS SITE.

SIGNED _____ DATE _____

WE WILL ENDEAVOUR TO RESPOND TO ALL APPLICATIONS PERSONALLY EITHER BY POST OR TELEPHONE. HOWEVER, IF YOU HAVE NOT RECEIVED A RESPONSE WITHIN 14 DAYS, THEN YOUR APPLICATION HAS, UNFORTUNATELY, BEEN UNSUCCESSFUL.