



Oakstrong Ltd t/a The Beech Tree Inn, Dumgoyne, By Killearn, Glasgow, G63 9LA

STAFF APPLICATION FORM

Date of Application: _____

Unit Of Application: _____

Do you hold a personal Licence for th Bar: Yes No Pending

YOUR DETAILS

Postion applied for: Kitchen Bar Wait Food Runner

Average Hours: under 20 hours Over 20 hours

Surname _____

First Name _____ Title Mr/Mrs/Miss/Ms/Other _____

Address _____

Postcode _____

Telephone Number (home) _____ Mobile No. _____

Email Address: _____ National Insurance No: _____

Date of Birth: _____ Current Age: _____

How would you get to & from work? _____

How did you hear about the job? _____

Have you ever worked at the Beech Tree before? Yes No

Hourly Rate Required: _____

Please tell us of any times you are **NOT** available to work:

	Day	Night
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

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/Achievements

(Please continue on back if necessary)

Your Employment History

Absence from Work

Please state the number of days you were absent from work through illness in the last 2 years:

Were any of these absences due to a disability?

Yes

No

	From	To	Employer's Name & Address	Job Title	Main Responsibilities & Reason for leaving
Current Job					
Previous Employment					

(Please continue on back if necessary)

Equal Opportunities

(our commitment)

Oakstrong Ltd is committed to being an equal opportunities employer, ensuring that candidates from all ethnic backgrounds and those with disabilities can compete equally with all other applicants. To help us monitor the effectiveness of our policy, please complete the details below:

THIS INFORMATION WILL NOT FORM PART OF OUR RECRUITMENT DECISION

Do you consider yourself to have a disability? Yes No

Do you think that adjustments to our recruitment process or to the job role may be required to accommodate your disability?
(If 'yes', a member of our team will contact you to discuss your requirements) Yes No

If you are invited for an interview, do you require special access into the building, any special equipment or arrangements to assist with any disability? Yes No

Please indicate your ethnic origin:

- | | |
|--|--|
| <input type="checkbox"/> Black - African | <input type="checkbox"/> Black - Carribean |
| <input type="checkbox"/> Black - Other (inc. mixed parentage) | <input type="checkbox"/> White (inc. Greek or Turkish) |
| <input type="checkbox"/> Irish | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Bangladeshi | |
| <input type="checkbox"/> Other (inc Arabian, Iranian, other mised origin) Please specify _____ | |

More about You

Right to Work

Do you have the right to work in the UK? Yes No
(either current passport or Uk nirth certificate & picture id) If 'yes', please note you will be required to produce this documentation at interview

Criminal Convictions

Do you have any unspent criminal convictions or cases pending? Yes No

If 'yes', please give dates & details _____

Bank Details

Do you currently have a UK bank account? Yes No
Please note that all payments are made by BACS directly into your bank account. Cash/Cheque payments are not possible

General

What do you believe is your best personal achievement to date & why?
What qualities do you believe you can bring to the Beech Tree or Rob Roy?
What do you know about the Beech Tree or Rob Roy?

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. If still in education, teachers may be given as references

Referee 1

Name _____
Company _____
Address _____

Telephone Number _____

Referee 2

Name _____
Company _____
Address _____

Telephone Number _____

Declaration

I confirm that the information given on this application form to join the Beech Tree Inn 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 for 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 the Beech Tree Inn. I understand that this information will be used to process my application, report on equal opportunities and for all other areas of personnel and staff administration necessary to promote The Beech Tree business.
Should I require a copy of this information, I understand that I need to contact the managing director.

Signed _____

Date _____