



Application Form

Name

Position Applied For

Are you looking for Full time Employment

Part Time Employment

What days and hours are you available to work

McLays Bed & Breakfast is working towards equal opportunities in employment. We welcome applications from all sections of the community regardless of gender, marital status, race, colour, nationality, ethnic origin, age or disability.

Should you have any difficulty in completing this application form, or would like to complete it in a different format, please inform Human Resources so that we can assist you.

It will be necessary for McLays Bed & Breakfast to record, keep and process data relating to you. This data may be recorded, kept and processed on computer and in hard copy form. To the extent that it is reasonably necessary for the performance of the Company's responsibilities as an employer, it may need to disclose this data to others, including other employees of the Company, Associated Companies, the Company's professional advisors, the Inland Revenue and other authorities. By completing and signing this form you are consenting to the recording, processing, use and disclosure by the Company of personal data relating to you as set out above. This consent cannot be withdrawn by you. This does not affect your rights as a data subject or the company's obligations and responsibilities under the Data Protection Act 1984 and/or the Data Protection Act 1998. For the purposes of these Acts, the Company has nominated the Company Secretary as its representative.

Thank you for your interest in McLays Bed & Breakfast.

Human Resources Manager

Please return this form to :

**Human Resources Department
260 -276 Renfrew Street
Glasgow
G3 6TT
SCOTLAND
TEL: 0141 332 4796**

PRIVATE AND CONFIDENTIAL

(Please use block capitals)

Personal Details

Mr/Miss/Mrs/Ms:	Forenames
Surname	

Permanent Address :	Correspondence Address : (if different)
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Daytime Telephone Number :	Date of Birth:
Evening Telephone Number :	
Email Address :	

Are you a member of any professional organisation or association ?
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What languages do you speak and how fluently ?
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History of Education

From Year	To Year	School/College/University Name and Address	Subjects Taken	Qualifications Gained

Current Employment

From	To	Name/Address/Tel. of Employer	Position Held/ Outline duties	Final Salary	Reason for Leaving

Previous Employment

From	To	Name/Address/Tel. of Employer	Position Held/ Outline duties	Final Salary	Reason for Leaving

References

Please give the name, address, telephone number of two suitable referees whom we can contact, not previous employers

1	
2	

I agree that you may approach any of my previous employers for a reference. I understand that you will not approach my present employer until and unless an offer of employment is made

For Non-EC Nationals

Do you have a current work permit ?

YES

NO

If yes, what type, number and expiry date?

Additional Information

Have you within the past three years had an illness or accident that has caused you to be off work for two weeks or more.

YES

NO

If yes, what was the illness or accident?

Have you ever been found guilty of any criminal, civil or military offence which is not a spent conviction?

YES

NO

If yes, please give dates and details.

Other Information

Please give any further information you feel will support your application. (Include why you wish to work for McLays Bed & Breakfast, main responsibilities and achievements in your career, courses you have attended, leisure interests and activities).

I certify that the information given by me on this form is correct and that if I have given false information or deliberately omitted any relevant facts, this could lead to my dismissal. I agree that personal data about me may be recorded, kept and processed by the company, subject to the provisions of the Data Protection Act 1984 and/or the Data Protection Act 1998.

Signature:..... Date:.....

For Office Use Only

Regret	1st Interview	2nd Interview	References		Appoint
			1st		
			2nd		

EQUAL OPPORTUNITIES AT



McLays Bed & Breakfast is committed to equal opportunities for all. This means that everyone that we employ or works for us has the same opportunities, whatever their gender, marital status, race, colour, nationality, ethnic origin, age or disability.

We need to ensure that our policy is working in practice and, to help us we ask you to provide the following information about yourself. Should you be successful in your application for employment, this information will be transferred onto our confidential file that holds records of all the people working for McLays Bed & Breakfast.

The information provided will be kept separate from this application form and will be used solely for monitoring purposes. It does not form part of the selection process.

Position Applied For/Interested In :

Date of Birth :

Place of Birth :

Gender : Male/Female

Nationality :

Marital Status : Single
Married
Divorced
Widowed
Other (please specify)

I do do not have a disability

The effect of my disability on my ability to carry out day to day activities is:

Ethnic Origin

Asian (Bangladeshi)
Asian (Indian)
Asian (Pakistani)
Other Asian (please specify):

Black (African)
Black (Caribbean)
Black (UK)
Other Black (please specify):

White (Irish)
White (European)
White (UK)
Other White (please specify):

None of the above (please specify):

Signature:..... Date:.....