

Please return this form to:  
Bar Manager  
Bar Square,  
5 Bell Street,  
Merchant City,  
Glasgow, G1 1NU

## APPLICATION FOR EMPLOYMENT

Application for the post of:

Where did you see this post advertised?:

Please complete this form in type or black pen. If you need more space please use up to a maximum of 3 extra A4 sheets. Please sign and date the application form and return it by the advertised closing date to the above address. **CVs will not be considered.**

### 1. PERSONAL DETAILS

Title:	
Last Name:	
First Names:	
Address:	
Postcode:	
Preferred Daytime contact No:	
Home Telephone No:	
Email address:	

### 2. PRESENT/MOST RECENT EMPLOYMENT

Job Title:	
Employer:	
Address:	
Present Annual Salary:	Full time/Part time
Start Date:	
End Date:	
Notice Period if applicable:	
Reason for Leaving:	

**About your current/most recent job**

Duties and responsibilities:

(please include details of whom you report to and numbers you are responsible for)

**3. EMPLOYMENT HISTORY** (continue in additional information section if necessary)

Name of Organisation	From month/year	To month/year	Job title, main duties, full/part-time, salary	Reason for leaving

<b>4. EDUCATION &amp; QUALIFICATIONS</b>			
School	From month/year	To month/year	Details of qualifications and grades
College	From month/year	To month/year	Details of qualifications and grades
University	From month/year	To month/year	Details of qualifications and grades

<b>Other qualifications, relevant training or legal requirements for the role</b>

<b>Membership of Professional Bodies:</b>		
Institute	Grade of membership	Date awarded

**5. THIS POST**

Please read the job description and person specification and give your reasons for applying for this post. Please provide details of any relevant knowledge, skills and experience related to the post. Make sure you address the tasks of the post and the qualities required and highlight how your skills and experience cover those needed for the post. Continue in the additional information section if necessary.

**Describe your most significant achievements relevant to this post:**

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**6. MEDICAL DETAILS**

How many days have you had off due to sickness in the last 2 years?	
Is there anything concerning your ability, medical history or state of health that is relevant to your application or employment?	YES/NO
Have you had any serious illnesses?	YES/NO
If yes, please give details:	
Please note any offer of employment made may be subject to a satisfactory health clearance following a medical examination	

**7. REFERENCES**

Please give details of two people to whom we may apply for a reference. Both referees must be able to comment on your performance at work:  
 One of these must be your most recent employer, the other must be a recent employer.  
 Please tick the box provided if you do not wish us to contact your referee until you have given us permission to do so. If you are shortlisted, references may be taken up automatically prior to interview unless you request otherwise.

<b>Current/Most Recent Employer:</b>		<b>Previous Employer:</b>	
Name:		Name:	
Address:		Address:	
Telephone No.:		Telephone No.:	
Email Address:		Email Address:	
Relationship:		Relationship:	
<input type="checkbox"/>	Please tick if you do not wish us to contact this referee until we have obtained your authorisation	<input type="checkbox"/>	Please tick if you do not wish us to contact this referee until we have obtained your authorisation

<b>8. DISABILITY STATEMENT</b>	
<p>Under the terms of the 1995 DDA Act a disability is defined as a 'physical or mental impairment which has a substantial and long term effect on a person's ability to carry out normal day to day activities'.</p> <p>Do you consider yourself to have a disability?</p>	YES/NO
If yes, please give details:	
<p>Would the provision of aids or modifications in the workplace assist you in carrying out the duties of the post?</p> <p>If yes, please give details in 'additional information' section.</p>	YES/NO
<p>Is there any information we should take into account to enable us to give you a fair selection interview?</p> <p>If yes, please give details in 'additional information' section.</p>	YES/NO

<b>9. DECLARATIONS</b>	
<p>Rehabilitation of Offenders Act 1974</p> <p>Do you have any convictions not spent under this Act.</p>	YES/NO
<p>Asylum &amp; Immigration Act 1996</p> <p>Under this Act we are obliged to ensure all employees are legally entitled to work in the UK. On appointment the Trust will require documentation as evidence</p> <p>Are you entitled to work in the UK?</p>	YES/NO
<p>Are you related to any Trustee or member of staff of The Dartington Hall Trust?</p>	YES/NO
If yes, please give details	
The information contained within this form will be held and processed in a computerised or manual filing system in line with the provisions of the Data Protection Act 1998.	

<p><b>I declare that all information provided in this application is correct and I understand that if appointed this confirmation of its accuracy will form a condition of my employment contract. If you are submitting this application form electronically, in the absence of your signature the e-mailing of this application constitutes your personal certification that the details in this application are correct.</b></p>	
Signed:	Date:

Additional Information:

(Please use this space to expand on any of the questions asked)

## Equal Opportunities Monitoring

Bar Square is working hard to be an Equal Opportunities Employer. The information provided on this sheet will help us to monitor how effectively we are working towards this goal.

Your responses to these questions will not be seen by anyone outside of the Human Resources Department and will not be used at any stage of the selection process.

POST:																																											
ETHNIC ORIGIN:	<table border="1"> <thead> <tr> <th data-bbox="405 521 708 589">I would describe my race or cultural origin as</th> <th data-bbox="708 521 1235 589">Please tick</th> </tr> </thead> <tbody> <tr> <td data-bbox="405 589 708 779" rowspan="3">White</td> <td data-bbox="708 589 1235 656">British</td> <td data-bbox="1235 589 1406 656"></td> </tr> <tr> <td data-bbox="708 656 1235 723">Irish</td> <td data-bbox="1235 656 1406 723"></td> </tr> <tr> <td data-bbox="708 723 1235 779">Any other white background*</td> <td data-bbox="1235 723 1406 779"></td> </tr> <tr> <td data-bbox="405 779 708 1025" rowspan="4">Mixed</td> <td data-bbox="708 779 1235 846">White and Black Caribbean</td> <td data-bbox="1235 779 1406 846"></td> </tr> <tr> <td data-bbox="708 846 1235 913">White and Black African</td> <td data-bbox="1235 846 1406 913"></td> </tr> <tr> <td data-bbox="708 913 1235 981">White and Asian</td> <td data-bbox="1235 913 1406 981"></td> </tr> <tr> <td data-bbox="708 981 1235 1025">Any other mixed background*</td> <td data-bbox="1235 981 1406 1025"></td> </tr> <tr> <td data-bbox="405 1025 708 1283" rowspan="4">Asian or Asian British</td> <td data-bbox="708 1025 1235 1093">Indian</td> <td data-bbox="1235 1025 1406 1093"></td> </tr> <tr> <td data-bbox="708 1093 1235 1160">Pakistani</td> <td data-bbox="1235 1093 1406 1160"></td> </tr> <tr> <td data-bbox="708 1160 1235 1227">Bangladeshi</td> <td data-bbox="1235 1160 1406 1227"></td> </tr> <tr> <td data-bbox="708 1227 1235 1283">Any other Asian Background*</td> <td data-bbox="1235 1227 1406 1283"></td> </tr> <tr> <td data-bbox="405 1283 708 1473" rowspan="3">Black or Black British</td> <td data-bbox="708 1283 1235 1350">Caribbean</td> <td data-bbox="1235 1283 1406 1350"></td> </tr> <tr> <td data-bbox="708 1350 1235 1417">African</td> <td data-bbox="1235 1350 1406 1417"></td> </tr> <tr> <td data-bbox="708 1417 1235 1473">Any other African background*</td> <td data-bbox="1235 1417 1406 1473"></td> </tr> <tr> <td data-bbox="405 1473 708 1541">Chinese</td> <td data-bbox="708 1473 1235 1541">Chinese</td> <td data-bbox="1235 1473 1406 1541"></td> </tr> <tr> <td data-bbox="405 1541 708 1608">Other ethnic group</td> <td data-bbox="708 1541 1235 1608">Other*</td> <td data-bbox="1235 1541 1406 1608"></td> </tr> </tbody> </table> <p data-bbox="405 1608 1321 1641">* If you have ticked any of the boxes marked other please give details:</p>			I would describe my race or cultural origin as	Please tick	White	British		Irish		Any other white background*		Mixed	White and Black Caribbean		White and Black African		White and Asian		Any other mixed background*		Asian or Asian British	Indian		Pakistani		Bangladeshi		Any other Asian Background*		Black or Black British	Caribbean		African		Any other African background*		Chinese	Chinese		Other ethnic group	Other*	
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