

Job Application Form

Before you begin completing this form, please ensure:

- You have read and understood the Company's **Staff Privacy Notice** that explains how we will process and protect your data. A copy can be downloaded from the careers page on our website; and
- You have read the **Application Support Guidance** section on the last page.

Position applied for

Venue / Location

PERSONAL DETAILS

Surname

Forename(s)

Title

Home address

Address for communication (if different)

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Postcode

Postcode

Telephone landline number, including STD code

Mobile Telephone Number

Email Address

How did you hear about this vacancy?

If you need a driving licence to do the job you are applying for, please answer the following questions:

Do you have a full current driving licence?

Is it free of endorsements? If NO, please give details.

Does your car insurance cover you for business use?

REFEREES

If your application for employment is successful, we will ask you for details of two referees (one of whom should be your present/last employer and not relatives). Please do not provide these details now. Contact will only be made with your authority.

EDUCATION & TRAINING

If you are successful in your application for employment, we will ask you to produce your original qualification certificates.

Secondary Education

Name of School	Qualification (e.g. GCSE)	Subject (e.g. English)	Grade/ Result

Further/Higher Education

Name of College/University	Subject	Grade, result or degree

Professional Membership and Qualifications

Please provide details of any institution or society of which you are a member, which relates to the job role. Please state the class of membership, the date you gained membership and by what method (for example, appointment or examination).

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Learning and Development

Please provide details of any skills development or training you have undertaken which relates to the job role. If you are presently studying or working towards a qualification, please confirm the date you expect to complete your training.

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EMPLOYMENT***Present/last employer***

Position held

Company name

Type of business

Company address

Job role / responsibilities

Name of manager

Contact phone number

Salary

Notice period

Start date

Leave date (if applicable)

Reason for leaving or
intending to leave***If you have previous employment, please give details of your two previous employers, most recent first.***

Position held

Company name

Type of business

Job role / responsibilities

Reason for leaving

Position held

Company name

Type of business

Job role / responsibilities

Reason for leaving

Have you previously worked for HQ Theatres & Hospitality? If YES, when and in what capacity?

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FURTHER INFORMATION RELEVANT TO YOUR APPLICATION

Please tell us about the skills and experience you have gained through paid employment and other work / volunteering activities that are relevant to your application for this job. Please also provide any other information you feel is appropriate to support your application, including your reasons for applying and how we would benefit from employing you.

PRE-EMPLOYMENT DECLARATION

When we request it, can you provide the necessary **documentation that** proves your permanent right to work in the UK?

Yes / No
Yes / No / NA
Yes / No

If NO, do have a temporary work permit?

If applicable, please state the expiry date of your work permit

Do you have any unspent criminal convictions?

If YES, please provide us with details. As part of our pre-employment **checks**, we may ask to discuss this further with you. (You do not have to declare spent convictions unless the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.)

How can we assist with any access requirements you may have to enable to you attend an interview?

Tick, sign (or initial if filling out digitally) and date the declarations below:

- I declare that the information given by me, to the best of my knowledge, is true and complete.
- I acknowledge that dishonesty or the giving of incorrect information on purpose may render this application and any subsequent employment invalid and subject to summary termination.
- I understand that if a job is offered subject to satisfactory pre-employment checks, the Company will ask me to provide the details of two referees (one of whom should be my present/last employer and not relatives) and the Company will seek my permission to contact my nominated referees.
- I give permission for my data to be processed in accordance with the Company’s Staff Privacy Policy.
- If my application for this job role is unsuccessful, I consent to the Company retaining all the information I have supplied in connection with my application for a period of six months after the application date, for recruitment reference and communication purposes. I understand that the information will be securely destroyed after six months. *(Leave this box unchecked if you do not want us to keep your personal information.)*

Signed Print Name Date

For administration use:

Application received by Date

Application Support Guidance

Your Application Form

Before you start filling in your Application Form please read the Job Description and Person Specification (JDPS) carefully. We suggest that focus on your skills and experiences which are relevant to the job role you are applying for.

Complete all sections of the form thoroughly and clearly, as far as you are able to. You can fill it in electronically or by hand in black ink. You can provide further information on a separate sheet if you wish.

Send your completed application form to the email address on the job advert, before the closing time and date. Or you can hand-deliver or post it to the work location address, marked Confidential, for the attention of the recruiting manager.

Shortlisting

If your application is successfully shortlisted we will invite you to an interview by phone or email.

Interview

If applicable to the job role, you may be contacted to take part in a short telephone interview. This will usually last around 15 minutes. It's also a great opportunity for you to ask any questions you may have about the job you have applied for.

As well as, or instead of a telephone interview, you may be invited to an in-person interview and / or assessment. We will tell you what to expect in advance of the interview or assessment.

The Asylum and Immigration Act 1996

In accordance with the Immigration, Asylum & Nationality Act 1996, all applicants (regardless of nationality) will be asked to produce satisfactory original (not photocopied) evidence of his / her right to work in the UK prior to employment commencing.

This will usually be a full passport. If you cannot provide a passport we will tell you which other documents to supply.

We will not confirm a job offer or commence your employment until we have checked your right to work status.

Job Applicant privacy

We will use the information you provide to process your application for the position you have applied for, in accordance with our Staff Privacy Notice which can be downloaded from the careers page on our website.

Where it is necessary for us to process your personal information, we will retain your personal data for the duration of the application process. Thereafter, if you are successfully engaged to work or volunteer for us, we will treat the personal information you have supplied during your application in accordance with our Staff Privacy Notice.

If your application is unsuccessful and where you have given your consent, we will retain all documentation you have supplied in connection with your application for a period of six months, after which time it will be securely destroyed.

HQ Theatres & Hospitality is an equal opportunities employer. Selection for interview will be based on the information you provide about your qualifications, experience, skills, knowledge and ability to do the job you have applied for.

Equality of opportunity

HQ Theatres & Hospitality is an equal opportunities employer. Selection will be based on the information you provide about your skills, knowledge and ability to do the job you have applied for. During the recruitment process we will not ask you questions about your health or a disability except to establish whether:

- you have any access or other requirements we need to take into account to attend an interview or carry out the job role, if you are appointed;
- you will be able to carry out a function that is intrinsic to the work concerned; or to establish whether
- positive action is required where we legitimately apply an occupational requirement for an employee to have a particular disability.

We will be pleased to answer any questions you may have regarding your job application.