

# Job Application Form (Part 1)

Before you begin completing this form please read the **Notes to Assist You** section on the back page.

Position applied for

Venue / Location

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.

## PERSONAL DETAILS

Surname

Forename(s)

Title

National Insurance Number

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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?

### Data Protection

In accordance with the Data Protection Act 1998, the information you provide on this form will be used by the recruiting manager to assess your suitability for the post. If you are successfully appointed, this information will form the basis of your staff file and personnel records. By signing this declaration, you give us permission to process your personal data for this purpose. If you are not selected for an interview, your details will be securely destroyed six months after your application\*. We will not pass your personal details on to any third party unless you have given your consent that we may do so.

**REFEREES**

We reserve the right to pursue references before deciding whether to confirm an offer of employment to you. Please provide two referees, one of which must be your current or most recent employer. All referees should be previous employers where possible and cannot be family members or close friends. By providing the information below, you give us permission to contact your referees if we make you a **subject to satisfactory pre-employment checks job offer**.

<b>Name</b>		<b>Name</b>	
<b>Job Title</b>		<b>Job Title</b>	
<b>Company</b>		<b>Company</b>	
<b>Address</b>		<b>Address</b>	
<b>Postcode</b>		<b>Postcode</b>	
<b>Telephone number</b>		<b>Telephone number</b>	
<b>Email address</b>		<b>Email address</b>	
<b>Relationship to you</b>		<b>Relationship to you</b>	

**PRE-EMPLOYMENT DECLARATION**

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.

<b>Do you have the right to work in the UK?</b>	Yes / No
<b>If NO, do have a work permit?</b>	Yes / No / NA
<b>If applicable, please state the expiry date of your work permit</b>	

Please complete this section if the job you have applied for requires you to travel by car and/or use a Company vehicle. As part of our pre-employment checks we will ask you to produce your full driving licence.

<b>Do you hold a full and clean driving licence?</b>	Yes / No / NA
<b>Does your car insurance cover you for business use?</b>	Yes / No / NA

<b>Referring to the Job Description &amp; Person Specification for this role, do you require any particular arrangements, facilities or support to attend an interview or to carry out the duties described? If YES, please provide further information in your application.</b>	Yes / No
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<b>Do you have any unspent criminal convictions?</b> 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.)	Yes / No
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I declare that, to the best of my knowledge, the information I have supplied above is accurate and up to date. I understand that any false statement will render this application, and any subsequent employment contract, invalid.

Signed  Print Name  Date

## Job Application Form (Part 2)

Full Name

Position applied for

### EDUCATION & TRAINING

If you are offered a position 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

#### *Institute Membership*

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

#### *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.

**EMPLOYMENT***Current/most recent employment*

<b>Job title</b>			
<b>Company</b>		<b>Postcode</b>	
<b>Company address</b>			
<b>Key responsibilities</b>			
<b>Telephone number</b>		<b>Salary</b>	
<b>Name of manager</b>		<b>Notice period</b>	
<b>Start date</b>		<b>Leave date (if applicable)</b>	
<b>Reason for leaving or intending to leave</b>			

*Previous Employment (continue on a separate sheet if necessary)*

<b>Employer</b>	<b>From (mm/yy)</b>	<b>To (mm/yy)</b>	<b>Job title</b>	<b>Reason for leaving</b>

## PERSONAL STATEMENT

Referring to the Job Description, Person Specification and the Notes to Assist You page overleaf, please summarise your knowledge, skills, experience and abilities relevant to the job role you have applied for. These may have been gained through paid employment, voluntary work, domestic responsibilities, spare time activities or training. Also tell us why you are suited to the role, why it interests you and how we will benefit from having you on board. If necessary, continue on a separate sheet.

I declare that, to the best of my knowledge, the information I have supplied above is accurate and up to date. I understand that any false statement will render this application, and any subsequent employment contract, invalid.

Signed

Print Name

Date

## Notes to assist you with your application

### Your Application Form

- Before you start filling in your Application Form please read the Job Description and Person Specification (JDPS) carefully. The information you provide should relate to the JDPS. We suggest that you avoid focussing on skills and experiences that are not relevant to the job role you are applying for.
- Please complete all sections on your Application Form thoroughly and clearly. You can fill it in electronically or by hand.
- We may be unable to consider your application for shortlisting if you do not answer all the questions, or if any part of your form is illegible. If a question is not applicable please write N/A.
- You can provide further information on a separate sheet if you wish.
- Please email your completed application form to the recruiting manager named on the job advert before the closing date. Alternatively, post it to the work location address, for the attention of the Administrator, marked 'Private & Confidential'.

### Shortlisting

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

Due to the high volume of interest expressed in the positions we advertise, we regret we are unable to respond individually to applicants who are not shortlisted. Therefore, if you do not hear from us within a couple of weeks of the closing date, please assume you have not been successful on this occasion.

### The Asylum and Immigration Act 1996

If you are invited to an interview we will ask you to bring your full passport with you, to confirm your right to reside and work in the UK. We may ask for other documentation in some circumstances.

### Personal Information

We will use the information you provide to process your application for the position you have applied for. It will not be shared with any third parties and will be kept secure and treated in accordance with the Company's Data Protection Policy and data protection regulations.

If your application is unsuccessful the information you have provided will be securely destroyed six months after the date of your application. If you would prefer us not to retain your information for this period of time please let us know.

HQ Theatres & Hospitality is an equal opportunities employer. During the recruitment process we will not ask you questions about your health or a disability except:

- to establish whether you need any assistance or adjustments in order to attend an interview or to carry out the duties of the post;
- to establish whether you will be able to carry out a function that is intrinsic to the work concerned;
- 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 application.**