

## Job Application Form (Part 1)

Please complete in type or black ink

Post applied for:	
Venue/Location:	Candidate No.: (office use only)

Qdos Entertainment is an equal opportunities employer. Selection for interview will be made based on the information you provide about your qualifications, experience, skills, knowledge and ability to do the job. Your personal details will be separated from the application form for the purposes of short-listing.

### PERSONAL DETAILS

**Surname**

**Forenames**

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**Preferred Title**

Mr / Mrs / Miss / Ms / Dr / Other (please specify)

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**National Insurance Number**

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**Address**

**Address for communication (if different)**

Postcode	Postcode
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**Telephone** (please include the STD Code)

Day	Evening
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**Email Address**

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Do you hold a current driving licence?      Full / Provisional

Do you own or have use of a car?      Yes / No

**Referees**

Please give the names and contact details of two referees (one of which must be your current employer). If you are not currently employed, please give the details of your most recent employer. Referees should be from previous employment where possible and should not be family members or close friends.

One	Two
<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>Tel:</b>	<b>Tel:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>Relationship:</b>	<b>Relationship:</b>

**Referees will not be contacted without the applicant’s prior permission.**

<p>In accordance with the Immigration, Asylum &amp; Nationality Act 1996, all new employees (regardless of Nationality) will be asked to produce evidence of their right to work in the UK.</p> <p>Do you have the right to work in the UK?</p> <p>Do you require a work permit?</p> <p>If yes to the above, do you have a current work permit?</p> <p>Please state the expiry date of your right to work in the UK and/or your work permit</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>___/___/___</p>
<p>Do you require arrangements/facilities/support to be able to attend the interview or to carry out the duties of this post?</p> <p>If yes, please give details.</p>	<p>Yes / No</p>

<p>Have you ever been convicted of a criminal offence?          If so please give details of any unspent convictions. Spent convictions do not have to be declared unless the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.</p>	<p>Yes / No</p>
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## Job Application Form (Part 2)



Please complete in type or black ink

Post applied for:	Location:
Surname:	Candidate No.: (office use only)

### EDUCATION & TRAINING

*It is the Group's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process to provide your original certificates.*

#### Secondary Education

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

#### Further Education

Name of College/University	Qualification	Grade / Result or class of Degree

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**Institute Membership**

Please give the details of any institution or society of which you are a member, the class of membership, the date obtained and whether it was obtained by examination.

**Training Courses Attended**

Please give the details of any training courses you have attended which are relevant to the post you are applying for. Please state the course provider, the course title and the date attended.

**Employment****Current/most recent employment**

<b>Company:</b>	<b>Job Title:</b>
<b>Address:</b> ..... ..... .....	<b>Key Responsibilities:</b> ..... ..... .....
<b>P/Code:</b>	
<b>Tel:</b>	<b>Salary:</b>
<b>Name of Manager:</b>	<b>Notice Period:</b>
<b>Start Date:</b>	<b>Leave Date:</b>
<b>Reason for leaving: (if applicable)</b>	

**Previous Employment** Please 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>

**Application Support**

Please give details of your skills, experience and abilities that you feel are relevant to this post. These may have been gained through paid employment, voluntary work, domestic responsibilities, spare time activities or training. Please continue on a separate sheet if necessary.

**I declare that, to the best of my knowledge, the information I have supplied in this application (Parts 1 and 2) is true and correct. I understand that any false statement may disqualify me or render me liable to dismissal.**

**Signed:** ..... **Date:** .....

**Data Protection**

In accordance with the Data Protection Act 1998, the information you provide on this form and in accompanying documents will be used to assess your suitability for the post and, if appointed, will form the basis of your personal file. By signing the declaration above you are giving your permission for us to process your personal data for this purpose. If you are not selected for interview, your details will be securely destroyed six months after the post is filled.

**Please return your completed application (marked 'Private & Confidential') to Emily Gill, Operations Manager, The Beck Theatre, Hayes, Middlesex, UB3 2UE.**