

APPLICATION FOR EMPLOYMENT

All sections should be completed in black ink or type. Additional pages may be included.

Application for the post of: **Academic Registrar and Quality Manager**

PERSONAL DETAILS

| | |
|--|---------------------|
| Surname: | Forename(s): |
| Address: | |
| Telephone (Day): | (Evening): |
| Mobile: | |
| Email: | |
| Do you have any restrictions on employment in the UK? e.g limits on stay in the UK or work permit requirement YES <input type="checkbox"/> NO <input type="checkbox"/> Please provide details | |

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EDUCATION

| Name of Institution | Full/ Part-time | Qualifications Gained | Year Gained |
|---------------------|--------------------|--------------------------|----------------|
| | | | |
| | | | |
| | | | |

PROFESSIONAL QUALIFICATIONS & VOCATIONAL TRAINING

| Name of Course | Full/ Part-time | Qualifications Gained & Level |
|----------------|-----------------|-------------------------------|
| | | |
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EMPLOYMENT

Present or Last Employment

Position held and brief description of responsibilities:

Start Date: Salary: Date left (if applicable):

Notice required:

Employer's Name and Address:

Reason for seeking alternative employment:

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Previous Employment (please put in date order starting with most recent)

| Job Title and Main Duties | Dates | Salary | Employers Name and Address | Reason for Leaving |
|----------------------------------|--------------|---------------|-----------------------------------|---------------------------|
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REFEREES

Please give details of two referees, one of whom should be your current/last employer

| | |
|-------------------|-------------------|
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
| | |
| | |
| Post Code: | Post Code: |
| Tel: | Tel: |
| Email: | Email: |

General

Please give details of any criminal convictions you have had, excluding any considered 'spent' under The Rehabilitation of Offenders Act 1974 (minor motoring offences should be disregarded).

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ADDITIONAL INFORMATION

Please give information below in support of your application, including your knowledge and experience relevant to the position applied for. Please limit your statement to two sides of A4.

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THE DATA PROTECTION ACT 1998

Information provided by you on this application form may be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for at least six months, and then destroyed. If you are the successful candidate, the relevant information will be taken from this form and used as part of your personnel record.

CONFIRMATORY SIGNATURE

I confirm that the information provided by me on this application form is correct and gives a fair representation of my qualifications and work experience. I consent to the use of this information during the recruitment process and during employment, if I am successful.

Signed _____ Date _____

Please return completed form to:

Huw Magill - huw.magill@oldvic.ac.uk

**Financial Controller
Bristol Old Vic Theatre School
2 Downside Road
Clifton, Bristol BS8 2XF**