

**Application for Employment**

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

Application for the post of: **Premises Assistant**

PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Forename(s) |  |
| Address |  | | |
| Telephone (Day) |  | (Evening) |  |
| Mobile |  | | |
| Email |  | | |

EDUCATION

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

PROFESSIONAL QUALIFICATIONS & VOCATIONAL TRAINING

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

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: | | |

PREVIOUS EMPLOYMENT (please put in date order, starting with most recent)

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

REFEREES

|  |  |
| --- | --- |
| Please give details of two referees, one of whom should normally be your last employer. | |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
| Post Code: | Post Code: |
| Tel: | Tel: |
| Email: | Email: |

ADDITIONAL INFORMATION

|  |
| --- |
| Please give information below in support of your application, including your knowledge and experience relevant to the position applied for. Please ensure you make reference to the criteria in the job description and discuss what qualities you believe you could bring to the School. This information will be used for short-listing. |
|  |

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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|  |

WHERE DID YOU HEAR ABOUT THIS JOB? Please mark all that apply.

BOVTS website  Recruitment company   
Word of mouth  BOVTS email/newsletter   
Social media    
Online listings site e.g. The Stage or Arts Jobs (please specify) ………………………………………  
Email alerts e.g. The Stage or jobs.ac.uk (please specify) ………………………………………  
Other (please specify) ………………………………………

EU GENERAL DATA PROTECTION REGULATION (GDPR) AND DATA PROTECTION ACT 2018

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 the completed form to:

by email [jobs@oldvic.ac.uk](mailto:jobs@oldvic.ac.uk)

or via post to:   
  
Recruitment (HR) Office  
Bristol Old Vic Theatre School  
1-3 Downside Road   
Clifton  
Bristol  
BS8 2XF