**Application for Employment**

**CONFIDENTIAL**

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| --- |
| OFFICE USE ONLY  Application Number: |

**Please type or write clearly in black ink**

|  |  |
| --- | --- |
| **Post**  **applied for** | **Youth and Education Officer** |

**PERSONAL DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Name** |  | **Title**  *optional* | |  | |
| **First Name(s)** |  | | | | |
| **Address** |  | | | | |
| **Evening**  **telephone** |  | | **Daytime**  **telephone** | |  |
| **Mobile**  **telephone** |  | | **Email**  **address** | |  |

**DISABILITY**

Do you suffer from illness or disability that could affect your ability to carry out the duties described in the Job Description for this post?

Please tick ( ✓ ) Yes No

If Yes, please give details, including how we can support you, both during the application process and in employment:

**REFERENCES**

Please give the names and addresses of two people (not relatives) who have known you in employment. One should be your present or most recent employer. These will not be contacted without your permission.

|  |  |  |
| --- | --- | --- |
| **Name** |  |  |
| **Address** |  |  |
| **Telephone number** |  |  |
| **Email address** |  |  |
| **Job title, or work relationship to you** |  |  |

**CURRENT EMPLOYMENT, or if not in employment, your current activities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of**  **organisation** |  | | |
| **Job title** |  | | |
| **Responsibilities** |  | | |
| **Employment**  **began** |  | **Leaving date**  (if applicable) |  |
| **Notice required** |  | **Current salary**  **level** |  |
| **Reason for leaving, or for seeking other work?** |  | | |

**PREVIOUS EMPLOYMENT**

Please start with most recent. If there are gaps between positions please give relevant information. Freelancers or people with a large number of short-term contracts may wish to select their most relevant work experience. Please continue on additional sheets if necessary.

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Job title, responsibilities and reason for leaving** | **Dates** |
|  |  |  |

**SUPPORTING INFORMATION**

*In no more than 500 words please outline why you have applied and referring to the job description and person specification provided, why you feel that you are a suitable candidate for the post. Please continue on additional sheets if necessary.*

|  |
| --- |
|  |

**EDUCATION AND RELEVANT TRAINING**

Please give details of your formal education from secondary school, and any additional training that may be relevant to the post (most recent first).

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution/Trainer** | **Subject and Qualification** | **Grade** | **Dates** |
|  |  |  |  |

**HEALTH**

How many days of absence from work have you had in the past twelve months due to illness?

**CRIMINAL CONVICTIONS**

Excluding those considered "spent" under the Rehabilitation of Offenders Act 1974, have you ever been convicted of a criminal offence?

Please tick (✓ ) Yes X No

If Yes, please give details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WORK PERMIT**

Do you require a work permit to work in the UK?

Please tick (✓ ) Yes X No

**ADMINISTRATIVE**

Where did you see the advertisement for this post?

**DECLARATION**

I declare that the information I have given in this application is correct, and that I consent to Questors Theatre checking any details in this form. I understand that the supply of any inaccurate information may result in the withdrawal of any offer of employment, or the termination of employment.

Signed: Date:

**NOTES**

* Please **do not** send additional papers such as CVs
* We will only contact short-listed candidates. If you have not heard from us within one month of the closing date, your application has been unsuccessful

Please return the completed form, by Thursday 25th May 2023 by email to:

[**jobs@questors.org.uk**](mailto:jobs@questors.org.uk)

Please mark your email **"Confidential Application"**

**The Questors is an equal-opportunity employer, and we thank you for your time in applying to work with us**

**Please complete the Equality & Diversity Form that accompanies this application form**