



APPLICATION FORM

Please complete this form clearly, ensuring that you answer **all** questions **and** sign the declaration on page 6.

Position applied for:

Seeking to work as:

For working patterns and hours, please check with the relevant job description.

Have you previously applied to the Plaza? If yes, please give details.

Date available to start:

Full time Part time Casual

Yes No

How did you find out about this vacancy? (If a publication/website, please specify which).

Do you have any outstanding holiday arrangements? If yes, please give details.

Yes No

PERSONAL DETAILS

Title:		Home tel:	
Forenames:		Mobile tel:	
Surname:		Work tel:	Please only provide if we may contact you at work:
Address:		E-mail:	
		NI Number:	

ELIGIBILITY

Are you eligible to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require a work permit to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, do you hold a current and valid work permit? Please state type of permit.	Yes <input type="checkbox"/> No <input type="checkbox"/>
At interview, short-listed applicants will be expected to provide evidence of their eligibility to work in the UK such as a birth certificate, passport and/or work permit before any offer of employment will be made.	

E M P L O Y M E N T H I S T O R Y

Please give full details of previous employment starting with your most recent job and working backwards. Please continue on a separate sheet if necessary.

Name of Employer:	
Dates of employment:	From _____ to _____
Job Title:	
Address:	
Telephone Number:	
Type of Business:	
Final Salary:	

Please give details of your main duties and responsibilities below:

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Reasons for leaving. If current position please indicate how much notice you are required to give:

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Name of Employer:	
Dates of employment:	From _____ to _____
Job Title:	
Address:	
Telephone Number:	
Type of Business:	
Final Salary:	

Please give details of your main duties and responsibilities below:

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Reasons for leaving.

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If you have further employment history to include, please provide this on a separate sheet or copy this page.

E D U C A T I O N H I S T O R Y	
Please give details of your educational background as well as any qualifications gained.	
School / college / university	Exams passed or certificates achieved

W O R K R E L A T E D T R A I N I N G & P R O F E S S I O N A L M E M B E R S H I P		
Please give details, including dates, of any training courses attended or relevant qualifications obtained.		
Date	Organisation/institution	Qualifications obtained

FURTHER SKILLS

Please give details of any other skills, achievements or interests you have (e.g. Cinema, Heritage, Theatre) which are relevant to your application. Please include details of any work experience, voluntary work or work-related skills not previously mentioned.

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please tell us why, having read the job description and/or person specification, you think you are suitable for this post. Please give the reasons for your application and highlight any relevant skills, experiences or personal interests that meet the requirements of the post. Please continue on a separate sheet if necessary.

I N T E R V I E W A R R A N G E M E N T S
Do you have a disability or a condition that requires special arrangements to be made for you to attend an interview? If so, please specify.

R E F E R E N C E S			
Please give details of two people, we may contact for a reference. They should have knowledge of you in a working environment, either paid or unpaid, and one should be your current or most recent employer, or a representative from your school, college or university. References will only be taken up if you are successful at interview. Please indicate that you agree that we may contact the referees.			
Name:		Work tel:	
Job Title:		Email:	
Organisation name and address:			
Relationship to you:			
When may we contact this referee?		Interview stage <input type="checkbox"/> After offer <input type="checkbox"/>	

Name:		Work tel:	
Job Title:		Email:	
Organisation name and address:			
Relationship to you:			
When may we contact this referee?		Interview stage <input type="checkbox"/> After offer <input type="checkbox"/>	

G E N E R A L	
Have you ever been convicted of a criminal offence (which has not been spent under the Rehabilitation of Offenders Act 1974)? If yes, please give details.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Children attend events regularly at the Plaza and you may come into contact or work with them. It is a criminal offence to seek employment working with children / vulnerable adults if you are disqualified from doing so. Please sign the declaration in the next box.	I know of no reason why I should not work with children / young people or vulnerable adults. Signature:

D A T A P R O T E C T I O N A C T 1 9 9 8

We will use the information on this form for purposes related to your application and potential employment and to monitor our recruitment process. Any data about you will be held in secure conditions with access restrictions. We may check the information provided by you with third parties. We will not disclose information about you to third parties, unless the law permits us to do so. If you are unsuccessful, your application will be destroyed after six months. If you are the successful candidate, this form will be kept in your personnel file.

D E C L A R A T I O N

I confirm that, to the best of my knowledge, the information given on this application form is accurate and true. I understand that submitting misleading or false information in my application or at interview may result in the withdrawal of any offer of employment made or, if I am appointed, may constitute grounds for dismissal. I confirm that I consent to the processing of my data as outlined above.

Signature*:

Date:

* Applications submitted by e-mail are deemed to have also confirmed acceptance of these declarations by the sending of the application form. If you are invited to interview, you may be asked to sign your form.

Print Name:

Please attach any additional sheets, including your CV if you wish, and return this completed application form to: Ted Doan, The Plaza, Mersey Square, Stockport, Cheshire. SK1 1SP