****

**Job Application Form – Box Office & Reception Manager**

**Please ensure that all parts of the application are completed**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First Name: | …………………………………………………………….. | | | | | Last Name: | | | ……………………………………………………………….. | |
| National Insurance number: | | 🞎🞎🞎🞎🞎🞎🞎🞎🞎 | | | | | | | |  |
| Address:  ……………………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………………………………………………. | | | | | | | | | | |
| Email:  ………………………………………………………………. | | | |  | Mobile No: | | | ……………………………………………………………….. | | |
|  | | | | | | | | | | |
|  |  |  |  |  | Home Tel: | | …………………………………………………………………… | | | |
| **Eligibility to work in the UK & Ireland:** You must bring the original documentation if invited to an interview as evidence of your entitlement to work in this country. Failure to do so will invalidate your application. *Please confirm which of the following you have*: | | | | | | | | | | |
| 🞎 British Passport or UK birth certificate | | | | 🞎 Certificate of registration / naturalisation as a British Citizen | | | | | | |
| 🞎 Passport showing right to live & work in the UK | | | | 🞎 EEC passport or identity card plus required work registration letter | | | | | | |
| 🞎 Non-European passport with relevant work visa | | | | 🞎 Any other document that supports your eligibility to work in the UK | | | | | | |

**Education and Training**

|  |  |  |
| --- | --- | --- |
| Name and address of school / college / University | Qualification achieved or being studied | Dates attended |
|  |  |  |
|  |  |  |
|  |  |  |

**Full Employment History**

**Start with most recent job and work back. Continue on a separate sheet if necessary.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of employer and type of business:** | Position: | | Rate of pay: | | Dates of employment:  From:  To: |
| What were your duties? | | | Reason for leaving: | | |
| Manager’s Name: | Telephone no: | | | Email: | |
|  |  | | |  | |
| **Name of employer and type of business:** | | Position: | Rate of pay: | | Dates of employment:  From:  To: |
| What were your duties? | | | Reason for leaving: | | |
| Manager’s Name: | Telephone no: | | | Email: | |
|  |  | | |  | |
| **Name of employer and type of business:** | Position | | Rate of pay: | | Dates of employment:  From:  To: |
| What were your duties? | | | Reason for leaving: | | |
| Manager’s Name: | Telephone no: | | | Email: | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of employer and type of business:** | Position | | Rate of pay: | | Dates of employment:  From:  To: |
| What were your duties? | | | Reason for leaving: | | |
| Manager’s Name: | | Telephone no: | | Email: | |

If there any gaps between any of the above jobs listed, please list the job, length of time between jobs and reason why.

|  |  |  |
| --- | --- | --- |
| Length of gap: | Between which employers: | Reason: |
|  |  |  |
|  |  |  |
|  |  |  |

If you have previously worked for Yvonne Arnaud Theatre, please give dates, position and your reason for leaving

|  |
| --- |
|  |

Other relevant experience(for example Community work /sports teams/work experience)

|  |
| --- |
|  |

**References:**

Please give us the names of 2 people (not related to you), who can be contacted to provide a reference for you.

At least one should be work related. If this is your first job, please give a tutor / lecturer’s name.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Telephone Number: | Email: | How do you know this person? |
|  |  |  |  |
|  |  |  |  |

**DBS Check**

|  |
| --- |
| If you currently hold a DBS Certificate, please bring the original documentation if invited to an interview. |

**Convictions:**

|  |
| --- |
| Have you ever been convicted of a criminal offence which is not a spent conviction within the terms of the Rehabilitation of Offenders Act 1974? **If yes, please give full details**. |

|  |
| --- |
| Have you ever been convicted of fraud? **If yes, please give full details.** |

|  |
| --- |
| Have you ever been declared bankrupt? **If yes, please give full details.** |

|  |
| --- |
| My signature confirms that all the information given on this application form is true and complete. I understand that any falsification or deliberate omissions may disqualify my application or lead to my dismissal. I confirm that I am entitled to work in the UK & Ireland and can provide original documentation to confirm this. I understand that my employment is subject to references that are satisfactory to the Yvonne Arnaud Theatre Management Ltd  Signed: ………………………………………………………….. Date: …………………………………………… |