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

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

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| First Name:  | …………………………………………………………….. | Last Name:  | ……………………………………………………………….. |
| National Insurance number:  | 🞎🞎🞎🞎🞎🞎🞎🞎🞎 |  |
| Address:  ………………………………………………………………………………………………………………………………………………………………. ………………………………………………………………………………………………………………………………………………………………. ……………………………………………………………………………………………………………………………………………………………….  |
| Email:  ………………………………………………………………. |  | Mobile No:  | ……………………………………………………………….. |
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|  |  |  |  |  | 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**

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| Name and address of school / college / University | Qualification achieved or being studied | Dates attended  |
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**Full Employment History**

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

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| **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: |

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| --- | --- | --- | --- |
| **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.

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| Length of gap: | Between which employers: | Reason: |
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If you have previously worked for Yvonne Arnaud Theatre, please give dates, position and your reason for leaving

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

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**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.

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

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

**Convictions:**

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| 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**. |

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

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

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| 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 LtdSigned: ………………………………………………………….. Date: ……………………………………………  |