**Capital Theatres**

**Application for Employment**

**(Confidential)**

Please complete all shaded areas of the application form using black ink, written clearly or typed. Incomplete forms may not be considered for selection.

|  |  |
| --- | --- |
| Which position are you applying for? |  |

|  |  |
| --- | --- |
| Surname |  |
| Initials |  |
| Address  *including postcode* |  |
| Phone number/s |  |
| email |  |

**Your current or most recent employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | | |
| Position |  | | |
| Start date |  | Finish date |  |
| Current salary |  | Notice period |  |
| Reason for leaving |  | | |
| Briefly describe the work that you do and the responsibilities you hold |  | | |

**Your previous employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job title | Start/finish dates | Employer’s name and address | Leaving salary | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Your education**

|  |  |  |  |
| --- | --- | --- | --- |
| Place of study or professional body | Subject studied | Attainment or result | Date achieved |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Vocational training, learning or development relevant to this post**

|  |  |  |
| --- | --- | --- |
| Course | Details | Date achieved |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Membership of professional bodies/associations relevant to this application**

|  |  |
| --- | --- |
| Membership | Date achieved |
|  |  |
|  |  |
|  |  |

**Names and contacts for two referees**

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Phone |  |  |
| email |  |  |
| Relationship  (friend, employer, etc) |  |  |

Referees will not be approached unless the job is offered. Employment is always subject to references being satisfactory to Capital Theatres.

**Information that will assist your application**

*Please briefly detail why you are applying for this post. Include your relevant skills and experience. You may reference paid and/or voluntary jobs.* ***Please*** *do not fill more than one page of A4 at font size 11.5.*

|  |
| --- |
|  |