**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Vacancy Title |  | Date of Application |  |
|  | | | |
| Name |  | Contact Number |  |
| Address |  | | |
| Postcode |  |  | |
| Email Address |  | What is the best way to contact you? |  |

Applying for the job

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process.

|  |
| --- |
| Please highlight your skills that you feel would be relevant to the post, and tell us why you want the role. |
|  |

**Employment History**

**Please include any previous experience (paid or unpaid), starting with the most recent first. Add additional tables where necessary.**

|  |  |  |  |
| --- | --- | --- | --- |
| Role/ Position Held |  | | |
| Employer |  | | |
| Address |  | | |
| Date Started |  | Leaving Date |  |
| Reason For Leaving |  | | |
| Salary on leaving the post |  | | |
| Brief Job Description |  | | |
| Notice Period |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Role/ Position Held |  | | |
| Employer |  | | |
| Address |  | | |
| Date Started |  | Leaving Date |  |
| Reason For Leaving |  | | |
| Salary on leaving the post |  | | |
| Brief Job Description |  | | |

**Training and development**

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application

|  |  |
| --- | --- |
| Training Course | Course Details  (include length of course/ nature of training) |
|  |  |

**Education / Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Ongoing Professional  Development | Study Dates | Qualification and Grade | Date Obtained |
|  |  |  |  |
| College/ University | Study Dates | Qualification and Grade | Date Obtained |
|  |  |  |  |
| School (11+) | Study Dates | Qualification and Grade | Date Obtained |
|  |  |  |  |

**Availability**

Please indicate the days you are able to work on a regular basis:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
|  |  |  |  |  |  |  |
| Are there any additional restrictions on hours you are available to work? | | | | | | |

**Holidays**

|  |
| --- |
| Do you have any holidays booked, please provide dates: |

References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
|  |  |  |  |
|  |  |  |  |
| Contact Number |  | Contact Number |  |
| Email |  | Email |  |
| Relationship |  | Relationship |  |
| Do you wish to be consulted prior to this referee being approached? | Yes/No | Do you wish to be consulted prior to this referee being approached? | Yes/ No |

We aim to interview on the 5th & 6th September, are you available for interview on either of these dates?

Please identify alternative dates if these are not possible:

|  |
| --- |
| **Statement to be Signed by the Applicant**  Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered:  ***I agree that Pavilions Teignmouth CIO can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.***  ***I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |
|  |
| If you will be returning this form by email, you will be asked to sign your application at interview | | | |

PLEASE RETURN TO : [admin@pavilionsteignmouth.org.uk](mailto:admin@pavilionsteignmouth.org.uk)

Or hand in at Box Office.