**APPLICATION FORM: Section A**

**PLEASE TYPE OR HANDWRITE IN BLACK INK**

Please send application forms to: **recruitment@queens-theatre.co.uk** together with an Equal Opportunities form.

**PERSONAL INFORMATION**

**Post applied for**: **Box Office Manager**

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if appropriate)

First name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Title: MR / MRS / MISS / MS / MX / Dr / Other: Please State: \_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred pronouns: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

National Insurance number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give the names and addresses of two referees, one of which should be your present or a past employer.

|  |  |  |
| --- | --- | --- |
|   | **First Referee**  | **Second Referee**  |
| **Name**  |   |   |
| **Capacity in** **which known**  |   |   |
| **Address**   |   |   |
| **Telephone**  |   |   |
| **Email**  |    |   |

We may need to take up references before shortlisting candidates for interview. May we take up a reference from your present employer in this case? **YES/NO**

What period of notice is required by your present employer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tell us where you saw this job advertised

**EQUAL OPPORTUNITIES**

All applications for employment will be treated equally and the most suitable persons are appointed without regard to race, ethnic origin, nationality, gender, disability, age, religion, sexual orientation, marital or parental status, political belief or socio-economic group. Please complete and return the Equal Opportunities monitoring form with your application.

**CANVASSING**

Canvassing of any member of the Havering Theatre Trust directly or indirectly for any appointment in the Trust’s service will disqualify the candidate for the appointment.

**Please sign and date this section of the form.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please continue to Section B.**

**SECTION B - SKILLS AND EXPERIENCE**

**Employment History**

Present employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present position held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of duties:    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date of appointment: \_\_\_\_\_\_\_\_\_\_\_

Current salary: \_\_\_\_\_\_\_\_\_\_\_

Please list your previous appointments in chronological order with dates.

(Continue on a blank sheet if necessary)

**Post occupied:** **Employer:** **From:** **To:**

**Personal Statement**

Please use this space to demonstrate your suitability for the post, with particular reference to the job description and person specification. If necessary, please continue using a separate sheet of paper.

**Please DO NOT paste your CV here.**

**Education History and Qualifications**

Please list in chronological order with dates - Newest to oldest:

**School/College:** **From:** **To:** **Qualification & Grade:**