**Vacancy Application Form**

This form is to be used when applying for Administration/Reception/Theatre Technician/Nursing Assistant roles ONLY.

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| --- | --- | --- | --- |
| Full name |  | Vacancy you are applying for |  |
| Email address |  | Contact number |  |
| Full address |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| How did you hear about us and our vacancy? | Social Media | Our Website | Indeed | A friend/family member | Other – please specify; |

**Experience**

*Please tell us about your experience to date…*

|  |  |  |  |
| --- | --- | --- | --- |
| Job held | Company | When  | Reason for leaving  |
|  |  | From: To: |  |
| Key responsibilities |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Job held | Company | When  | Reason for leaving  |
|  |  | From: To: |  |
| Key responsibilities |
|  |

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| --- | --- | --- | --- |
| Job held | Company | When  | Reason for leaving  |
|  |  | From: To: |  |
| Key responsibilities |
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| Job held | Company | When  | Reason for leaving  |
|  |  | From: To: |  |
| Key responsibilities |
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| --- | --- | --- | --- |
| Job held | Company | When  | Reason for leaving  |
|  |  | From: To: |  |
| Key responsibilities |
|  |

**Education and Training**

*Please tell us about your academic achievements to date...*

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| --- | --- | --- | --- |
| Qualification  | Grade | When  | Where |
|  |  |  |  |
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**Information in support of your application**

*Please tell us why you think you would be good for this role...*

Please include any skills, experiences and qualifications you have acquired that can support your application, whether within the working environment or outside.

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| --- | --- | --- |
| Do you need a permit to work in the UK? | Yes | No |

|  |  |  |
| --- | --- | --- |
| Do you have your own transport? | Yes | No |

|  |  |
| --- | --- |
| When are you able to start working for us? |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What hours of work are you looking for? | Day | Night | Twilight | Weekend | Other – please specify; |
| Full-time or Part-time |

**References**

*Please give the names and addresses of two persons as referees.*

Please note that at least one of your chosen referees must include a previous employer, and that no approach will be made to your present or previous employers before an offer of employment is made.

|  |  |  |  |
| --- | --- | --- | --- |
| Referee Name (1) | Relationship to you | Contact number | Email address |
|  |  |  |  |
| Referee Name (2) | Relationship to you | Contact number | Email address |
|  |  |  |  |

**Declaration**

*I can confirm that to the best of my knowledge, the information I have provided on this form is correct and I accept that, providing deliberately false information could result in my dismissal.*

*I have also attached a copy of my CV.*

|  |  |  |  |
| --- | --- | --- | --- |
| Print name |  | Date |  |
| Signature |  |

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

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