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**APPLICATION FORM**

**The first two pages of this form will be removed by the Human Resources Department and will not be seen by those short listing.**

**Please do not put your name on any other pages.**

|  |  |  |
| --- | --- | --- |
| **Position Applied For** |  |  |
| **Candidate Reference**  **(office use only)** |  |

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **Forename(s)** |  |
|  |  |  |  |
| **Address** |  | **Telephone** |  |
|  |  |  |  |
|  |  | **Mobile** |  |
|  |  |  |  |
| **Postcode** |  | **Email** |  |

**If you supply an email address then we will assume that all written correspondence will be conducted via email.**

Do you have the legal right to work in the UK?

(We will require evidence of the right to work in the UK prior to commencement of employment)

**DECLARATION**

The information I shall provide on this form, is accurate and I understand that the Liverpool & Merseyside Theatres Trust Ltd may terminate my employment, without notice, should I knowingly mislead during the recruitment process.

**Data Protection:** I agree to the Liverpool & Merseyside Theatres Trust Ltd using the personal data contained in this form, or information which may be obtained from me or other sources, for the purpose of dealing with my application for this employment.

Signed:       (Please type name if submitting electronically.)

Date:

**REFEREES**

Please give the name of two people who can be contacted for references, one of whom should be your current/most recent employer, indicating at which stage of the process they may be contacted.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  |  | **Relationship to Applicant** |
|  |  |  | |
| **Address** |  |  |  |
|  |  |  | |
| **Postcode** |  |  | |
|  |  |  | |
| **Email** |  |  | |
|  |  |  | |
| **Telephone** |  |  | |
|  |  |  | |
| **When may we**  **contact them?** |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  |  | **Relationship to Applicant** |
|  |  |  | |
| **Address** |  |  |  |
|  |  |  | |
| **Postcode** |  |  | |
|  |  |  | |
| **Email** |  |  | |
|  |  |  | |
| **Telephone** |  |  | |
|  |  |  | |
| **When may we**  **contact them?** |  |  | |

**EDUCATION and TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | | **Qualifications Obtained** |  |
| **From** |  |  | |
| **To** |  |
| **From** |  |  | |
| **To** |  |
| **From** |  |  | |
| **To** |  |
| **From** |  |  | |
| **To** |  |

*Please continue on a separate sheet if necessary*

**Other Training Events Attended or Qualifications Achieved:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | | **Training Provider** | **Qualifications Obtained** |
| **From** |  |  |  |
| **To** |  |
| **From** |  |  |  |
| **To** |  |
| **From** |  |  |  |
| **To** |  |
| **From** |  |  |  |
| **To** |  |

*Please continue on a separate sheet if necessary*

**Do not write your name on this page**

**CURRENT EMPLOYMENT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dates** | | **Employer** | | **Post Held** | | **Summary of Duties** |
| **From** |  |  |  | |  | |
| **To** |  |

If you are not currently in employment, or you feel that your current employment does not reflect your range of skills and experience, please tell us any information about relevant previous employment in the next section of the form.

**Do not write your name on this page**

|  |  |
| --- | --- |
| **Candidate Reference Number** |  |

**SUPPORTING STATEMENT**

With reference to the job description and person specification, please use this space to tell us your reasons for applying for the post; how your experience (including any previous employment) and skills support your application and any other information you believe is relevant. **You should demonstrate clearly how, and to what extent, you meet each element of the specification.** Please do not include any supplementary material (such as a CV) as this will not be considered as part of your application. Use no more than 2 pages to complete your response.

Please continue on a separate sheet if necessary

**Do not write your name on this page**