

Application Form

Personal Details	
Full Name	
Address	
Home telephone:	Mobile telephone:
Email address:	
Position applying for:	
In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. Do you require a work permit in order to work in the UK? Y / N	
References	
Please give names, addresses, work telephone numbers and occupations of two people who can be contacted to verify the information contained within this application, one of whom should be your present (or most recent) employer. Referees will normally be contacted at the same time as candidates are called for an interview. May we approach your referees without further permission from you? Y / N	
Telephone No: Email address:	Telephone No: Email address:

Education and Training

School, university etc	Qualifications obtained	Date
Other courses attended (if relevant, please note any qualifications obtained)		Date
Interests and Memberships		Date

Employment Details

Beginning with present or most recent employment. Please list all employment during the past 5 years, and any employment beyond this that you feel is relevant to the position.

Continue on a separate sheet if necessary.

Employer's name and address:

Job title:

Date appointed:

Notice required / date employment ceased:

Outline of duties and responsibilities:

Employer's name and address:

Job title:

Date appointed:

Date employment ceased:

Outline of duties and responsibilities:

Employer's name and address:

Job title:

Date appointed:

Date employment ceased & reason for leaving:

Outline of duties and responsibilities:

Information in Support of your Application

Please use this section to show how you meet the criteria listed in the person specification. Use additional sheets if needed. **We suggest that you use the criteria from the person specification as sub headings to ensure that you tell us clearly, using examples, how you meet each one.**

This is your opportunity to give information about your abilities, experience, skills, knowledge and achievements from all areas of your life (e.g. home, work, leisure interests)

Please remember that we can only use the information you provide and will not make assumptions or deductions.

Use additional sheets if necessary.

To the best of my knowledge and belief, the information supplied by me is correct.

Signed:

Date:

To help us reduce unnecessary waste, where possible please email your completed application form, to recruitment@audioactive.org.uk. If you are unable to email your application please post it to the address above