

**EMPLOYMENT APPLICATION FORM**

Answer all the questions as fully as possible.

Do not attach a CV.

Write or type in black ink.

If you have any questions, do not hesitate to contact us at [info@brightonfringe.org](mailto:info@brightonfringe.org) or call our office on 01273 764 900

Once completed, please email to [info@brightonfringe.org](mailto:info@brightonfringe.org)

**Job Post Applying For:**

**PERSONAL DETAILS**

Preferred title:

(e.g Ms,Miss,Mr,Mx)

First name:

Surname:

Pronouns:

(e.g she, he, they)

Home Address:

Mobile No.:

E-mail Address:

National Insurance Number:

Do you require a work permit to work in the UK? Y/N

**How did you learn of the vacancy?**

 Arts Jobs

 Brighton Fringe Social Media

 Brighton Fringe Website

 Word of mouth

 Other website (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFEREES**

Please give details of two referees, one of whom **MUST** be your present or most recent employer. Both should know your work (paid or unpaid). They should not include relatives or purely personal friends.

1. Referee Name:

Home or Work Address:

Email:

Telephone:

Context in which referee knows you:

May we approach this person before a job offer? Y/N

2. Referee Name

Home/Work Address:

Email:

Telephone:

Context in which referee knows you:

May we approach this person before a job offer? Y/N

**DECLARATION**

I declare that the information contained in this application is correct to my knowledge and belief. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I consent to Brighton Fringe checking any information I am unable to verify personally. I acknowledge and accept that my data will be stored securely in manual and automated records and will be processed solely by Brighton Fringe in connection with the recruitment and equal opportunities monitoring and my personnel records if I am the successful candidate. (Data Protection Act 1998)

Signed: (PRINT NAME)

Date:

**CURRENT OR MOST RECENT EMPLOYMENT (paid or unpaid)**

Name and address of organisation:

Post or job title:

Date started working for this organisation:

Leaving date if not now working:

Period of notice required:

Please give a brief outline of your main duties and responsibilities:

Reasons for leaving or seeking other employment:

**PREVIOUS EMPLOYMENT**

Please give details of any further employment experience you may have had, with the most recent post first. Please continue on a separate sheet if necessary.

|  |  |  |
| --- | --- | --- |
| Dates | Name & address of organisation | Job title, main duties, salary and reason for leaving |
|  |  |  |

**VOLUNTARY WORK EXPERIENCE**

Please give details of any unpaid work or other experience relevant to this post. Please include voluntary work and student placements.

|  |  |  |
| --- | --- | --- |
| Dates | Organisation | Experience |
|  |  |  |

**EDUCATION**

Please give details of secondary, further and postgraduate education.

|  |  |  |
| --- | --- | --- |
| Dates | Name of school, college, university etc | Qualifications obtained |
|  |  |  |

**VOCATIONAL TRAINING**

Please give details of professional training courses completed.

|  |  |  |
| --- | --- | --- |
| Dates | Course title & subjects covered | Training provider |
|  |  |  |

**SUPPORTING STATEMENT**

Please outline below why you are applying for this job and in what ways your knowledge, skills and experience are relevant to the requirements of this post, as set out in the job description and person specification. Please continue on additional sheets if necessary.

|  |
| --- |
|  |

**Once completed, please save your application file as a pdf, rename as your full name and email to** [**info@brightonfringe.org**](mailto:info@brightonfringe.org)