

Job Application Form (Part 1)

Please refer to the **Notes to Assist You** information on the back page before you begin completing this form. Write or type in black ink.

Position applied for:
Venue / Location:

Qdos Entertainment is an equal opportunities employer. Selection for interview will be made based on the information you provide about your qualifications, experience, skills, knowledge and ability to do the job. Your personal details will be separated from the application form for the purposes of short-listing.

PERSONAL DETAILS

Surname	Forenames

Preferred Title
Mr / Mrs / Miss / Ms / Dr / Other (please specify)

National Insurance Number									
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Address	Address for communication (if different)
Postcode	Postcode

Telephone (please include the STD Code)	
Landline:	Mobile:

Email Address

Some posts require travelling as part of the duties. Do you hold a current driving licence?	YES / NO
Do you own or have use of a car?	Full / Provisional YES / NO

Please turn over

Referees

We reserve the right to pursue references before deciding whether to offer you employment. Please provide the name and contact details of two referees (one of which must be your current employer). If you are not presently employed please give the details of your most recent employer. Referees should be from previous employment where possible and cannot be family members or close friends.

(1) Name:	(2) Name:
Job title:	Job title:
Company:	Company:
Address:	Address:
Postcode:	Postcode:
Tel:	Tel:
Email:	Email:
Relationship:	Relationship:

Referees will not be contacted without the applicant's prior permission.

<p>In accordance with the Immigration, Asylum & Nationality Act 1996, all new employees (regardless of nationality) will be asked to produce evidence of their right to work in the UK.</p> <p>Do you have the right to work in the UK?</p> <p>If NO, do have a work permit?</p> <p>Please state the expiry date of your work permit</p>	<p>Yes / No</p> <p>Yes / No</p> <p>___/___/___</p>
<p>Do you need special arrangements, facilities or support to attend an interview? If yes, please give details.</p>	<p>Yes / No</p>
<p>Having read the Job Description and Person Specification, do you require arrangements, facilities or support to be able to carry out the duties as described? If yes, please give details.</p>	<p>Yes / No</p>
<p>Have you ever been convicted of a criminal offence?</p> <p>If YES, please give details of any unspent convictions. (Spent convictions do not have to be declared unless the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.)</p>	<p>Yes / No</p>

I declare that, to the best of my knowledge, the information I have supplied in Part 1 of my application is true and correct. I understand that any false statement may disqualify me or render me liable to dismissal.

Signed: **Date:**

Job Application Form (Part 2)

Name:	Position applied for:
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We need you to complete Part 2 regardless of whether or not you have provided a CV to ensure we have the necessary information to assess your application.

EDUCATION & TRAINING

It is the Group's policy to verify the qualifications of all successful job applicants and you may be asked to provide your original certificates.

Secondary Education

Name of School	Qualification (e.g. GCSE)	Subject (e.g. English)	Grade/ Result

Further Education

Name of College/University	Qualification	Grade / Result or class of Degree

Institute Membership

Please give the details of any institution or society of which you are a member, the class of membership, the date obtained and whether it was obtained by examination.

Training Courses Attended

Please give the details of any training courses you have attended which are relevant to the post you are applying for. Please state the course provider, the course title and the date attended.

Employment

Current/most recent employment

Company:	Job Title:
Address:	Key Responsibilities:
P/Code:	
Tel:	Salary:
Name of Manager:	Notice Period:
Start Date:	Leave Date:
Reason for leaving: (if applicable)	

Previous Employment Please continue on a separate sheet if necessary.

Employer	From (mm/yy)	To (mm/yy)	Job Title	Reason for Leaving

Application Support

Referring to the Job Description, Person Specification and the Notes to Assist You page overleaf, please give details of your skills, experience and abilities relevant to this post. These may have been gained through paid employment, voluntary work, domestic responsibilities, spare time activities or training. If necessary, continue on a separate sheet.

How did you hear about this vacancy?

I declare that, to the best of my knowledge, the information I have supplied is true and correct. I understand that any false statement may disqualify me or render me liable to dismissal.

Signed: Date:

Data Protection

In accordance with the Data Protection Act 1998, the information you provide on this form and in accompanying documents will be used to assess your suitability for the post and, if appointed, will form the basis of your personal file. By signing the declaration you are giving your permission for us to process your personal data for this purpose. If you are not selected for interview, your details will be securely destroyed six months after your application.

Please email your completed application form to the recruiting manager named on the job advert. Alternatively mail it (marked 'Private & Confidential') to: Recruitment, [venue name and address]

NOTES TO ASSIST YOU WITH YOUR APPLICATION

THE APPLICATION FORM

- Before you start filling in your Application Form please read the Job Description and Person Specification carefully as the information you provide should relate to these documents.
- Please complete all sections on your Application Form thoroughly and clearly. You can fill it in electronically or by hand.
- We are unable to consider your application for interview if you do not answer all the questions. If a section is not applicable please write N/A.
- You can provide further information on a separate sheet if you wish.
- Avoid focussing on skills and experiences that are not relevant to the job you are applying for.

SHORTLISTING YOUR APPLICATION

If your application is successfully shortlisted you will be invited to an interview.

Due to the high volume of interest expressed in positions we advertise, we regret we are unable to respond individually to applicants who are not shortlisted. Therefore, if you do not hear from us within a couple of weeks of the closing date, please assume you have not been successful on this occasion.

THE ASYLUM AND IMMIGRATION ACT 1996

If you are invited to an interview you will be asked to bring your passport to prove your rights of residence and right to work in the United Kingdom, in order to comply with the Asylum & Immigration Act 1996. We may ask for other documentation in some circumstances.

PERSONAL INFORMATION

HQ Theatres & Hospitality Ltd. will use the information we collect to process your application for the post you have applied for. It will not be shared with any third parties and will be kept secure and handled in line with the Data Protection Act 1998.

If you are unsuccessful all documents will be securely destroyed six months after the date of your application. If you would prefer us not to retain your documents for this period of time please let us know.

In order to comply with the Equality Act 2010 we will not ask you questions about health or a disability except:

- to establish whether you need any assistance or adjustments in order to attend an interview or to carry out the duties of the post;
- to establish whether you will be able to carry out a function that is intrinsic to the work concerned;
- to establish whether positive action is required where we legitimately apply an occupational requirement for an employee to have a particular disability.

***We will be pleased to answer any questions you may have regarding your application.
Please contact: [details]***