**SECTION 1
PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Forename(s)** |  |
| **Surname** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone Number** |  |
| **Email** |  |
| **Do you require a permitto work in the UK?** | Yes / No (delete as appropriate) |

 **SECTION 2
EMPLOYMENT HISTORY**List all jobs held, starting with the most recent/current job first.

|  |  |  |
| --- | --- | --- |
| **Current Job Title and SalaryEmployer and Duties** | **Dates** | **Notice Period** |
| **From** | **To** |
|  |  |  |  |
| **Previous Job Title, Employer and Duties** | **Dates** | **Reason for Leaving** |
| **From** | **To** |
|  |  |  |  |
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|  |  |  |  |

**SECTION 3
REFERENCES**

Please supply the names and contact details of 2 references. They must not be related to you and one of the referees must be your current or most recent employer. References will only be taken up should we wish to make a provisional offer of this post to you.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Job Title** | **Email Address** |
| 1st |  |  |  |
| 2nd |  |  |  |

**SECTION 4
EDUCATION**

Please list all secondary education and examinations passed, any higher/further education, and professional qualifications.

|  |  |  |  |
| --- | --- | --- | --- |
| **Establishment** | **Subject/Qualification** | **Date** | **Grade/Level Attained** |
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**SECTION 5
STATEMENT IN SUPPORT OF YOUR APPLICATION**

Please use this section to highlight the skills and experience you have acquired which support your suitability for this vacancy.

|  |
| --- |
|  |

**SECTION 6
DECLARATION**

I declare that all the information I have given on this application form is true to the best of my knowledge and belief. I understand that my application may be rejected and/or that I may be dismissed if I have given false information or not given relevant details. I consent to the use of this information as outlined below.

|  |  |
| --- | --- |
| **Applicant Name** |  |
| **Date Submitted** |  |

Please send completed applications and equalities monitoring forms to nbaker@equity.org.uk clearly marked as [FULL NAME – HEAD OF COMMUNICATIONS]. CVs sent in isolation will not be considered and only Word compatible files or PDFs will be accepted.

**Please note that we are unable to respond to all candidates - if you have not heard back by the advertised interview date, your application has been unsuccessful.**

**Data Protection Act 2018**
Any data about you will be held in secure conditions with access restrictions. Data will also be used for employment monitoring purposes however all data will be kept anonymously. If you are unsuccessful your application will be destroyed after six months. If you are the successful candidate relevant information will be taken from this form and used to form part of your personnel record.
 **Asylum and Immigration Act 1996**
Under Section 8 of the Asylum and Immigration Act 1996, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are made a provisional offer of this post, you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport; or full birth certificate and an official document confirming your name and national insurance number; or a passport/travel document/letter from the Home Office.

**EQUITY incorporating the Variety Artistes’ Federation**
Guild House, Upper St Martin’s Lane, London WC2H 9EG
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