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# Common Wealth

# Application Form

**Please use black ink or type.**

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| --- | --- | --- | --- | --- | --- | --- |
| **POST TITLE:** | | | | | | |
| **PERSONAL DETAILS** | | | | | | |
| Surname |  | | | Correspondence Address: | | |
| First Name(s) |  | | |  | | |
| Home Telephone |  | | |  | | |
| Mobile |  | | |  | | |
| Work Telephone |  | | | Post Code: | | |
| May we contact you at work? | | Yes | No | E-mail: | | |
| Do you have a full and current driving licence? | | | | | Yes | No |

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| **REFERENCES**  Please give the name, address, telephone number and status of two referees who are willing and able to give an opinion on your abilities and professional experience. One referee should be your present or past employer. No approach will be made to your referees before an offer of employment is made to you. | |
| Name: | Name: |
| Address: | Address: |
| Tel No | Tel No |
| Relationship to you: | Relationship to you: |
| E-mail: | E-mail: |
| If your present employer is not given above please state reason why:  If an offer is made and accepted, we reserve the right to contact your present employer for a reference | |

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| **ADDITIONAL INFORMATION** | | |
| Common Wealth welcomes applications from disabled people. Please use this space to let us know about any support or adjustments that would assist you in attending the interview. | | |
| Have you ever been convicted of a criminal offence? (\* Please see below).  If yes, please give details on a separate sheet.  *Under the Rehabilitation of Offenders Act 1974, you may be entitled to answer ‘NO’ to this question even if you have, in the past, been convicted of an offence. However, certain types of employment are excluded under the Rehabilitation of Offenders Act 1974 (Exemptions) Orders 1975, from the protection of the Act. If the application materials state that this post is exempted from the Rehabilitation of Offenders Act (1974), you are required to provide details of any spent convictions, cautions, reprimands and final warnings you may have in addition to any unspent convictions or criminal proceedings pending against you.* | Yes | No |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? | Yes | No |
| If you are successful in your application, would you require a work permit prior to taking up employment? | Yes | No |
| Are you available for interview on the date indicated in the further particulars? | Yes | No |
| Where did you learn of this vacancy? | | |

**EDUCATION AND QUALIFICATIONS**

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| Dates (from / to): |
| Name of School/College/University: |
| Qualifications / Exams taken: |
| Dates (from / to): |
| Name of School/College/University: |
| Qualifications / Exams taken: |
| Dates (from / to): |
| Name of School/College/University: |
| Qualifications / Exams taken: |

## TRAINING AND PROFESSIONAL DEVELOPMENT

Please use the space below to provide information on any professional development or vocational training (both formal and non-formal). Please give date, training provider and details of qualification or experience gained. (Continue on a separate sheet if necessary).

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## CURRENT EMPLOYMENT

Please give details of your present or most recent employment.

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| Employer: |
| Your job title: |
| Date appointed: |
| Date left: (if applicable) |
| Please give details of your duties: |

## PREVIOUS EXPERIENCE / EMPLOYMENT HISTORY

Please list, in the separate rows below, other posts held or relevant experience, both paid and voluntary, starting with the most recent. Please give dates (from - to), employer, position held and main duties.

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## Continuation sheet (if required).

## PREVIOUS EXPERIENCE / EMPLOYMENT HISTORY

Please give dates (from - to), employer, position held and main duties.

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**INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please use this space to tell us what your reasons are for applying for the job, how your experience supports your application, and anything else that you believe to be relevant. Please make direct reference to the job description and person specification and use **no more** than two sides to complete your response.

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**DECLARATION**

I confirm that the information I have given on this form is correct and understand that misleading statements may be sufficient grounds for cancelling any subsequent agreements made.

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| Signed: |
| Dated: |

(If you are submitting your application form electronically you will be asked to sign the declaration if selected for interview.)

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Thank you for completing the form. Please return it to:

**tracy@commonwealththeatre.co.uk**