

EMPLOYMENT APPLICATION

 **Completed forms can be sent to** **recruitment@tynesidecinema.co.uk** **or alternatively by post to Tyneside Cinema, 10 Pilgrim Street, Newcastle upon Tyne, NE1 6QG.

Please note that CVs will not be accepted and late applications will not be considered.

1. The Post**

| Post which you are applying for:       |
| --- |
| Closing Date: Click here to enter a date. |

 **2. Personal details**

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| --- | --- |
| First name:       |  Last name:       |
| Address:       |
| Postcode:       |
| Date of Birth:Click here to enter a date. |
| Telephone:       | Mobile: |
| Email address:       |

 **3. Work Experience**Please give details of your currentemployer (if applicable). Attach additional sheets if necessary.

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| Current or Most Recent Employer:       |
| Address:       |
| Postcode:       |
| Job title:       |
| Level of responsibility:       |
| Salary [ ]  / Hourly Wage [ ] : £  |
| From: Click here to enter a date. | To: Click here to enter a date. | Current [ ]  |
| Brief Description of duties and responsibilities:           |

**4. Work Experience** (Continued)
Please give details of all previous work experience. Attach additional sheets if necessary.

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| --- | --- | --- | --- |
| **Dates** | **Employer’s Name and Address** | **Job Title and Salary** | **Brief Duties and responsibilities** |
| **From**Click here to enter a date.**To**Click here to enter a date.**Current** [ ]  |       |       |       |
| **From**Click here to enter a date.**To**Click here to enter a date. **Current** [ ]  |       |       |       |
| **From**Click here to enter a date.**To**Click here to enter a date.**Current** [ ]  |       |       |       |

**5. Education and Qualifications**Please give details of all educational qualifications you have obtained from school, college or university. Attach additional sheets if necessary.

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| --- | --- | --- | --- |
| **Dates** | **School, Collegeor University:** | **Subject(s):** | **Qualificationsinclude grades** |
| **From**Click here to enter a date.**To**Click here to enter a date.**Current** [ ]  |        |       |       |
| **From**Click here to enter a date.**To**Click here to enter a date.**Current** [ ]  |       |       |       |
| **From**Click here to enter a date.**To**Click here to enter a date.**Current** [ ]  |       |       |       |

|  |  |  |
| --- | --- | --- |
| **Date** | **Training Organisation** | **Course Title** |
| Click here to enter a date. |       |       |
| Click here to enter a date. |       |       |
| Click here to enter a date. |       |       |

 **6. Work Related Courses and Training**Please give details of all courses and training you have attended which you feel may be relevant to the job applied for. Attach additional sheets if necessary. **7. Where did you see this job advertised?**

Please tell us where you read about this job so that we can monitor the effectiveness of our recruitment advertisements.

TC Website[ ] NGCV [ ] Fish4Jobs[ ] Newspaper[ ] Job Centre[ ] Word of Mouth [ ] Other (please state)       **8. Referees**

Please supply the names, addresses and telephone numbers of two referees, including wherever possible your present employer. References may be taken up before the interviews unless you specify to the contrary.

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| Name:       |
| Job Title:       |
| Address:       |
| Postcode:       |
| Telephone:       | Mobile:       |
| Email address:       |

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| --- |
| Name:       |
| Job Title:       |
| Address:       |
| Postcode:       |
| Telephone:       | Mobile:       |
| Email address:       |

**9. Additional Information**

Please give additional information in support of your application paying close consideration to the Job Description and Personal Specification. Further information about you could include details of work experience, interests and training. Please continue on an additional sheet if necessary.

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**GDPR – retention of your data**

The information you have given on this form will be treated confidentially and will not be shared with another party and will only be used for the purposes of recruitment for this job. If you are unsuccessful, your data will be kept for six months and then deleted from our records.

If you would like us to hold your data on file (for up to one year) after the recruitment so that we can contact you should another similar vacancy arise then please tick this box 

|  |  |
| --- | --- |
| **Signed:**       | **Date:** Click here to enter a date. |

If you are unable to forward your application via email for accessibility reasons, or have any further questions regarding this form, please contact Rachel Brook on 0191 227 5503.