**Employee Application Form 2023**

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| Please complete this form and return by post to: The Minack Theatre, Porthcurno, Cornwall,  TR19 6JU or by email to Melissa@minack.com. |

Thank you for applying for a position at the Minack Theatre. Your details will be treated with the strictest confidence.

### Data Protection/General Data Protection Regulation (GDPR)

By providing the information contained within this application form, you are consenting to its use for the purpose of processing your application, assessing your performance in the future (should your application be successful) and monitoring the efficiency of our recruitment and other employment procedures. We reserve the right to validate all information entered on this form. If your application is unsuccessful, your details will be retained for six months after this point they will be destroyed. If your application is succuessful it will form part of your personel file.

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| **POSITION APPLIED FOR (if known):** | |  | | | | |
| PERSONAL DETAILS | | Mr / Mrs / Ms / Miss / Dr (delete as applicable) | | | | |
| Surname |  | | | | | |
| Forenames |  | | | | | |
| Address |  | | | | | |
| Address/Postcode |  | | | | | |
| Date of Birth |  | | Home Telephone | | |  |
| Mobile Telephone |  | | Work Telephone | | |  |
| Email Address |  | | | | | |
| Do you require a work permit to work in the United Kingdom?  Please note that if invited to interview, all applicants will be required to bring along their passport or birth certificate | | | Yes | No | (delete as applicable) | |
| Please enter your National Insurance Number. | | |  | | | |
| Have you ever been convicted or cautioned for any criminal offence (other than a driving offence which did not result in a disqualification)? If yes, please give details | | |  | | | |

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| SECONDARY AND FURTHER EDUCATION AND TRAINING | | |
| School/College/University | Dates attended | Courses attended/Exams taken/Professional Qualifications NVQs/Training Courses (include grades attained) |
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| EMPLOYMENT HISTORY (most recent first) | | | | | |
| Employer | Job Title | Dates Employed | Responsibilities | Rate of Pay | Reason for Leaving/ notice needed in current job |
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| **ADDITIONAL INFORMATION** |
| Please record here the skills and experience that you could bring to the role as described in the role specification and also explain why you want this role: |
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| **OTHER INTERESTS** (leisure, sport, hobbies etc) |
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| **REFERENCES** | |
| Please give the names and addresses of two referees, one of whom should be your present or most recent employer. Your referees will not be contacted prior to interview or without your permission. | |
| Name | Name |
| Address | Address |
| Telephone | Telephone |

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| DECLARATION (please read carefully before signing) | | | |
| 1. I confirm that the above information is true and complete and that any false or misleading information will give the Minack Theatre the right to terminate any employment contract offered.  2. I agree that the Minack Theatre reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). | | | |
| Signed |  | Date |  |

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| For Office Use Short list: Yes/No Interview date: Appointed: Yes/No Start Date: |