Hall For Cornwall
Back Quay
Truro
TR1 2LL

01872 262465

Application for Employment

Post applied for	Box Office Supervisor	Date	

Personal

Surname		Title	
Other names			
Address			
Email			
Telephone			
Nationality			
Do you have the right to work in the UK?			
If not, what conditions need to be met to enable you to have the legal right to work in the UK?			

Education, training and professional qualifications

School/College/Institute etc	Length of course	Subject studied	Qualification obtained

Details of membership of professional societies of institutions	Date	Registration number

Reasons for applying for this post

Current/most recent employment

Company Name			
Address			
Job Title			
Date of appointment		Current or final annual salary	
Period of notice required		Leaving date (if applicable)	
Reason for leaving			

Previous employment Please give details of your last three jobs starting with the most recent. Include reason for any periods of non-employment longer than 3 months. Continue on a separate sheet if necessary.

Name of employer	Position held	From	To	Final salary	Reason for leaving

Person Specification

Referring to the Job Description supplied and **using examples**, use these spaces to give further details of your experience, skills, training, or any other information you would like us to have in support of your application.

Delivering the customer experience

Developing the business

Being a ticketing expert

Leading the team

Managing risk

Making the link to our charitable purpose

Please add information not previously covered, that you would like to have considered in support of your application.

Rehabilitation of Offenders Please give details of criminal convictions, excluding those considered 'spent' (see list at www.gov.uk, Rehabilitation of Offenders Act 1974; minor motoring offences can be disregarded). A criminal record will not necessarily be a bar to obtaining a position at HFC. Our *Recruitment of Ex-Offenders Policy* is available upon request from the person named at end of form.

Disclosure and Barring Service Some posts require the appointed person to apply for and receive DBS clearance. The appointment might not be confirmed until such clearance is received. Please check job description of the role you are applying for to see if that is relevant to this post.

What hobbies and interests do you have outside your work? (Include details of any volunteer work.)

Referees If you are successful in this application and are offered the role, you will be required to supply two references, one referee should be your present of most recent employer and the second should know you well in a volunteering, working or educational capacity.

HFC aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates.

To the best of my knowledge, the information on this form is correct (falsification could result in dismissal).

Signature		Date	

Please tick here if you identify as being from an ethnic minority background (or as part of the global majority) and/or are disabled, and would like this information to be taken into account as part of our commitment to increasing workforce diversity. Yes ☐

Return application by email to:
Catherine Richards catheriner@hallforcornwall.org.uk