

# APPLICATION FORM FOR THE POST OF SITE ADMINISTRATOR/RECEPTIONST

This form should be completed as fully as possible. Please email it to [office@newhamptonarts.co.uk](mailto:office@newhamptonarts.co.uk) by 5:00pm Friday July 29<sup>th</sup>. Interviews will be Friday 5 August. This Personal Information Page will be separated from your application and all shortlisting will be done without looking at these details.

## Personal Information

Name:.....

Address: .....  
.....

Tel No: (day) ..... (evening) .....

Email: .....

N.I. Number: ..... *(if none, give details of nationality)*

**Are you entitled to work in the UK?**

**Do you have any convictions *not* considered spent under the Rehabilitation of Offenders Act 1974?** YES/NO

*(If yes please give details)*

## DECLARATION

I declare that, to the best of my knowledge, the information given in this application is correct and I understand that it will be treated as part of any subsequent Contract of Employment.

SIGNED: ..... DATE: .....

## Education/Qualifications

**Details of schools/colleges/universities attended, dates and qualifications achieved. A degree is not a requirement for this position and we encourage you to bring in as wide a range of educational experiences as you can.**

## Employment History

**Please give details of your employment history (paid or voluntary) or equivalent experience, starting with your most recent post, giving names of the organisation, job titles, responsibilities, whether paid or voluntary, dates and reason for leaving:**

**List any other skills, qualifications, or interests which may be appropriate for the post:**

## Additional Information

Please explain why you would like this post, stating what qualities you think you can bring to the job and any additional information you feel supports your application. If you feel you have covered everything you can leave this blank, but if there are things that you feel could enable us to get to know you better then do add it here.

Please provide contact details for two referees (this should include your most recent employer):

**1. Current Employer**

<b>Name</b>
<b>Company/Organisation</b>
<b>Job/Title</b>
<b>Address</b>
<b>Post code</b>
<b>Phone</b>
<b>Email</b>
<b>Relationship to you</b>
<b>Length of notice required</b>

**2.**

<b>Name</b>
<b>Company/Organisation</b>
<b>Job/Title</b>
<b>Address</b>
<b>Post code</b>
<b>Phone</b>
<b>Email</b>
<b>Relationship to you</b>

Are you happy for us to contact your current employer before interview? YES/NO

## Equal Opportunities Information

*This form will be separated from your application*

How did you hear about this post?	
Do you consider yourself Male/Female/Prefer not to say	
Do you consider yourself disabled/non-disabled/prefer not to say	
How would you describe your ethnic background?	