



CIO Charity Number: 1166858

[www.phoenixarts.co.uk](http://www.phoenixarts.co.uk)

## APPLICATION FOR EMPLOYMENT

*Post applied for: Marketing Officer*

*Please type or use black ink*

### PERSONAL DETAILS

Surname:	Title:
First Name(s):	
Present Address:	
	Postcode:
Daytime telephone number:	Mobile number:
Email address:	

### EDUCATION

#### Secondary Education

SCHOOLS ATTENDED (NAME & TOWN)	DATES	QUALIFICATIONS OBTAINED

--	--	--

**Further or Higher Education (if applicable)**

COLLEGE or UNIVERSITY	COURSE	FULL or PART-TIME	DATES	QUALIFICATIONS OBTAINED

**Other relevant qualifications obtained apart from those mentioned above**

QUALIFICATION & AWARDDING BODY	GRADE	YEAR	FULL OR PART-TIME COURSE OF STUDY

**EMPLOYMENT RECORD**

**Present Employment (or last employer paid or voluntary if currently unemployed)**

Employers Name:	
Address:	
	Postcode:
Position held and brief description of key responsibilities:	

Date appointed:	Salary:
Department:	Notice Period:
Work Telephone Number:	Fax Number:

**Previous employment (if any)**

EMPLOYER'S NAME & ADDRESS	POSITION HELD	DATE		GRADE or SALARY (Where known)
		FROM	TO	

**EXPERIENCE**

Please give details of all experience relevant to the advertised post. Include details of any training courses attended

Reasons for applying for this post

Are you currently eligible to work in the UK?	YES / NO
Do you hold a full U.K. driving licence? YES / NO	Do you own a car? YES / NO
Are you related to any member of the Council of Management Trustees or to any member of staff at The Phoenix Theatre & Arts Centre? Please state name(s): YES / NO If so please state name(s):	
Where did you see the job advertised?	

## EMPLOYMENT CHECKS

### Rehabilitation of offenders Act 1974

Because the employment for which you are applying may involve working with children, young people and vulnerable adults, it will be necessary, in the event of you being appointed, for The Phoenix to check with the Criminal Records Bureau as to whether you have a criminal record. Your signature at the end of this form will be regarded as signifying your agreement that this may be done. To assist in this process please provide the following information:

Have you been convicted of any criminal offences which are not deemed as spent under the Rehabilitation of Offenders act 1974? **YES / NO**

If yes, please give details of the conviction(s) and the date(s) on a separate sheet in a sealed envelope and attach it to this form. This will be destroyed unopened unless we intend on offering you the position.

## REFERENCES

Please tick box if you do not wish us to take up references before interview

Reference 1

Reference 2

Please give two referees, one of whom should be your present employer (or last if unemployed)

Name:	Job Title:
Address:	
	Postcode:
Office Phone Number:	
Email Address:	

Name:	Job Title:
Address:	
	Postcode:
Office Phone Number:	
Email Address:	

I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes including analysis for management purposes and statutory returns.

**The information on this form is correct and complete to the best of my knowledge and belief.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to:

Rob Allerston  
CEO  
The Phoenix Theatre & Arts Centre  
Station Road, Bordon  
Hampshire  
GU35 0LR

The Phoenix Theatre & Arts Centre is a registered CIO Charity No.1166858