

# Application form

Application for employment as Administrative Assistant, Save the David Lean Cinema Campaign

Surname

Other names

Address

Postcode

Telephone

Education and training including brief details of any examinations passed

List any skills or experience you have which would be particularly useful in this job

Employment history

1. Most recent employer

Address

Postcode

Job title

Duties

Date employed: from                      to

Reason for leaving

2. Please tell us briefly about other jobs you have done and the skills you used and/or learned in those jobs. You can write more but please link it to this form

Please tell us why you applied for this job and why you think you are the best person for the job. You can write more but please link it to this form

Have you ever been convicted of a criminal offence? Yes ☐ No ☐

*(Declaration subject to the Rehabilitation of Offenders Act 1974)*

If you have a disability please tell us about any adjustments we may need to make to assist you at interview or in work

## References

Please give the names and addresses of two persons as referees, other than your present employer or relatives, whom we can approach now for references. No approach will be made to your present or previous employers before an offer of employment is made.

1

2

**I can confirm that to the best of my knowledge the above information is correct.**

Signature ..... Date .....

**Return a signed copy of this form to John Ingman, 15 St Bernard's, Chichester Road, Croydon CR0 5UL and send an electronic version by e-mail to [john.ingman@blueyonder.co.uk](mailto:john.ingman@blueyonder.co.uk) by 29 May 2017.**