**Application for Employment**

with Cheltenham Festivals

|  |  |
| --- | --- |
| **Position you are applying for**  |  |

|  |
| --- |
| **Personal Details** |
| **Full name: Title:****Known as (if different) :****Address:****Postcode:****Email:****Contact telephone no:** |

|  |
| --- |
| **Convictions** |
| **Convictions which are deemed ‘spent’ under the Rehabilitation of Offenders Act (1974) need not be disclosed.**  |
| **Have you any criminal convictions?***Tick appropriate box* | **No** |  | **Yes** |  |
| **If yes, please give details:** |

|  |
| --- |
| **Declaration** |
| **I declare that the information given in this application form is, to the best of my knowledge, true and complete. I understand that any false statements or failure to disclose any information required on this form may result in this application being disqualified or my employment being terminated without notice.** |
| **Signed** |  |
| **Date** |  |

|  |
| --- |
| **Education** |
| **Date** | **School/college/****higher education** | **Subject** | **Qualification obtained** |
|  |  |  |  |

|  |
| --- |
| **Other Awards/Qualifications/Training** |
| **Date** | **Provider** | **Subject/Title** | **Level (if applicable)** |
|  |  |  |  |

|  |
| --- |
| **Membership of Professional Bodies** |
| **Dates** | **Details** |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Driving Licence** |  |  |  |  |
| **Do you hold a full current driving licence?**  | **No** |  | **Yes** |  |

|  |
| --- |
| **Employment History** |
| **Current employment.** If unemployed then please give details of your most recent employment |
| **Name and address of current employer** |  |
| **Position held** |  |
| **Start date with employer** |  |
| **Date of termination** **(if currently unemployed)** |  |
| **Reasons for leaving** |  |
| **Current salary** |  |
| **Other benefits** |  |
| **Period of notice required** |  |
| **Please give description of main duties and responsibilities in your current or most recent job** |

|  |
| --- |
| **Previous employment (most recent first)** |
| **Date From** | **Date** **To** | **Name, location and nature of employer’s business** | **Position held** | **Reason for leaving** |
|  |  |  |  |  |

|  |
| --- |
| **Personal Statement** |
| Please use this space to:* explain your interest in the post;
* provide evidence of your ability to match the criteria in the job description and
* detail why you consider this makes you a suitable candidate for this post.

You may enclose additional sheets. |
|  |

|  |
| --- |
| **Referees** |
| **Please give the names and contact details of 2 referees.** One should be your current or most recent employer and not someone related to you. |
| **Name, address, telephone and email** | **Position** | **Can we approach before interview?** |
|  |  |  |
|  |  |  |

Finally, please can you let us know where you saw this job advertised:

…………………………………………………………………………………………

**Please complete application form and return by email to:**

peoplematters@cheltenhamfestivals.com

or

post to: Human Resources, Cheltenham Festivals, Hub8, Unit H, Brewery Quarter, Cheltenham, Glos, GL50 5FF

*Privacy of your data is important to us – for further details see our*[*Privacy Policy*](http://email.wordfly.com/click?sid=MjYyXzg4MzRfMTI4NzI4XzcxNDM&l=bb3cad87-a75a-e811-bcb0-e61f134a8c87&utm_source=wordfly&utm_medium=email&utm_campaign=CF18%3APrivacyPolicy&utm_content=version_A&sourceNumber=6919)*:*

<https://www.cheltenhamfestivals.com/site/privacy/>

Thank you for your interest in our work here at Cheltenham Festivals.