

**PLEASE COMPLETE ALL SECTIONS  
OF THE APPLICATION FORM.  
A CURRICULUM VITAE & OTHER  
RELEVANT INFORMATION  
WILL ONLY BE CONSIDERED  
ALONGSIDE THE COMPLETED FORM.**

**PLEASE TYPE OR WRITE  
CLEARLY IN BLACK INK.  
DO NOT STAPLE.**

<b>POST APPLIED FOR</b>	<b>HR Assistant</b>
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<b>PERSONAL DETAILS</b>	
Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Contact number(s)	<input type="text"/>
Email address	<input type="text"/>

**SKILLS, KNOWLEDGE & EXPERIENCE** (please outline the skills and experience you have gained, either in paid work, unpaid/voluntary work, work at home, through your studies and/or leisure activities, which you think are RELEVANT to the position for which you are applying and which you believe makes you suitable for the post - continue on a separate sheet if necessary).

**OTHER EXPERIENCES, INTERESTS, HOBBIES, SPECIAL SKILLS** (please give details of anything relevant to the post).

**REASONS FOR APPLYING** (please say what interests you about this position - continue on a separate sheet if necessary).

**PRESENT EMPLOYMENT - if applicable**

Name & address of employer			
		Postcode	
Job title		Salary	
Start date in post		Notice period	
Reason for leaving			

Briefly outline your main duties and responsibilities (if not in paid employment, please give a brief outline of your current position).

**PREVIOUS EMPLOYMENT** (please list in date order your employment and other relevant work experience - which may include voluntary work - giving dates, post, employer, salary, an indication of main duties and your reasons for leaving - continue on a separate sheet if necessary).

**QUALIFICATIONS & TRAINING** (please give details of your education, qualifications and training relevant to the application - continue on a separate sheet if necessary).

**COMPUTER EXPERIENCE** (please give details of computer system packages with which you are familiar).

**DO YOU REQUIRE ANY ADAPTATIONS TO PARTICIPATE FAIRLY IN THE RECRUITMENT PROCESS?** (Any information you provide here will not form part of the shortlisting process.)

<b>REFERENCES - please tick the box if you <u>do not</u> want your referee to be contacted prior to interview.</b>	Referee one must be your current or most recent employer, or if you have not been in paid employment the head of your training establishment and/or a representative of a voluntary organisation with which you have been involved.	
Referee One <input type="checkbox"/>	Name	
	Position	
	Address	
	Telephone	
Email		
Relationship to you		

Referee Two <input type="checkbox"/>	Name	
	Position	
	Address	
	Telephone	
Email		
Relationship to you		

<b>HOW DID YOU HEAR ABOUT THIS VACANCY?</b>

<b>DATA PROTECTION ACT 1998</b>
I agree that the information given in my application may be used for purposes registered under the Data Protection Act 1988, and I consent to the information being stored on manual and computerised files for relevant employment-related purposes.

<b>DECLARATION</b>
I declare that the information contained in this application is correct to the best of my knowledge and understand that any false statement, or omission, may result in my application being withdrawn or my appointment being terminated. Initially this information will be used for all purposes relating to the selection process and may be disclosed to those members of the Royal Exchange Theatre who have a need to see it. For the successful candidate, the information will form part of their confidential, personal record. In the case of unsuccessful candidates, the data will be destroyed after six months.
<b>SIGNED</b> _____ <b>DATE</b> _____

<b>CLOSING DATE</b>	10am on Monday 19 March 2018
<b>RETURN COMPLETED FORM TO:</b>	
Abi Lewis, HR Manager (maternity cover) Royal Exchange Theatre, St Ann's Square, Manchester M2 7DH or Recruitment@royalexchange.co.uk	