|  |  |  |  |
| --- | --- | --- | --- |
| **Employment Application Form** | |  | |
| For SCREEN YORKSHIRE USE | |
| Date received: |  |
|  | | | |
| **Post Applied for:** | Administrative Assistant, Beyond Brontës programme | | |
| Thank you for your interest in the post. Please email your completed form and any accompanying information to: [caroline@screenyorkshire.co.uk](mailto:caroline@screenyorkshire.co.uk) **by 12 noon Monday 18th November**.  We anticipate that interviews will be held inLeeds week commending 2nd December | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1. Your Details** | | | | | | |
| First Name: |  | | | | | |
| Surname: |  | | | | | |
| Address: | |  | | | | |
| Phone: | |  | | | | |
| Email: | |  | | | | |
| Do you require a work permit to work in the UK | | Yes  No | If yes have you been granted a work permit | | Yes  No | |
| If you have any specific communication needs, tell us what they are: | | Textphone |  | Sign Language | |  |
| Other *(please specify)* |  |  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 2. Employment History | | | | | | |
| Please outline your employment history with particular reference to your most recent roles. You may also attach your CV (\*however, please ensure that you complete this section). | | | | | | |
| Current/last post: | Job Title |  | | | Notice Period |  |
| Employer name and address | | From | To | Job description | | |
|  | |  |  |  | | |
| 3. Letter of Application: | | | | | | |
| In the space below please state why you are applying for the post and outline your relevant experience. | | | | | | |
| *Please continue on a separate sheet if required* | | | | | | |

|  |  |  |
| --- | --- | --- |
| 4. Education, training and professional development | | |
| In the space below please outline your education, training and/or professional development. Please start with the most recent information. | | |
|  | | |
| School / College or Institution | Brief course outline / qualification \*(if relevant) | Date completed |
|  |  |  |

|  |  |
| --- | --- |
| **Signature:** |  |
| **Date:** |  |

Thank you for completing this form. We may use the personal information you give us on your application form for the purpose of reviewing your application and to comply with our funding obligations. This may involve disclosure in confidence to third parties for these purposes only. More details are set out in our [Privacy Policy](https://www.screenyorkshire.co.uk/privacy-policy/). We are compliant with current data protection laws. In returning your application you are consenting to Screen Yorkshire using your personal information for this purpose.