**PRODUCTION BUREAU - APPLICATION FOR EMPLOYMENT**

**Please complete all sections on this page and the following pages either electronically or using a black pen. Then return by email to** [**careers@productionbureau.com**](mailto:careers@productionbureau.com) **or by post to:**

Julia Marchant, Production Bureau Ltd, The Dog, Main Road, Swardeston, Norwich NR14 8AD

*(Marking the envelope* ***Private & Confidential****)*

|  |  |
| --- | --- |
| **Position applied for:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Mr  Mrs  Ms  Miss  Other | | |
| **First Name(s):** |  | | |
| **Surname:** |  | | |
| **Address:** |  | | |
| **Postcode:** |  | | |
| **E-mail:** |  | **Tel No (Mobile):** |  |
| **Tel No (Home):** |  | **Tel No (Work):** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please give names and addresses of two referees, these may include your present and previous employer/s.** | | | | |
| **Referee 1:** | **In what capacity would the reference be provided** | | Employer  Personal | |
| **Name:** |  | **Job Title:** |  | |
| **Company:** |  | **Can we contact them now?** | | Yes  No |
| **Address:** |  | | | |
| **Post Code:** |  | **Tel No:** |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Referee 2:** | **In what capacity would the reference be provided** | | Employer  Personal | |
| **Name:** |  | **Job Title:** |  | |
| **Company:** |  | **Can we contact them now?** | | Yes  No |
| **Address:** |  | | | |
| **Post Code:** |  | **Tel No:** |  | |

|  |  |
| --- | --- |
| **Would you have to move home if offered this job?** | Yes  No |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Do you hold a current Driving Licence?** | | | Yes  No | | Licence Type | | | |
| **Details of any Driving Licence endorsements:** | | | | | |  | | |
| **Are you a car owner?** | | | | | | Yes  No | | |
| **Are you eligible to work in the UK?** | | | | | | Yes  No | | |
| **Do you need a permit to work in the UK?** | | | | | | Yes  No | | |
| **Are you related to anyone at Production Bureau?** | | | | | | Yes  No | | |
| **If yes, who?** | |  | | | | | | |
| **Secondary Education**  If you are invited to an interview you may be asked to bring the original certificates with you | | | | | | | | | |
| **Dates**  To / From | | **Name & Address of School** | | | **Subject** | | | **Qualification** | **Grade** |
|  | |  | | |  | | |  |  |
| **Further Education & Vocational Qualifications**  If you are invited to an interview you may be asked to bring the original certificates with you | | | | | | | | | |
| **Dates**  To / From | | **University, College, Institute** | | | **Subject** | | | **Qualification** | **Grade** |
|  | |  | | |  | | |  |  |

|  |
| --- |
| **Relevant training courses attended:** (Include details of any relevant job related training courses attended, Professional, management, Trade etc. If applicable include any current ongoing training and level reached to date. (Continue on a separate sheet if necessary). |
|  |

|  |
| --- |
| **Membership of Professional Bodies:**  (Include dates of entry, category of membership and membership number) |
|  |

|  |
| --- |
| **DETAILS OF PRESENT OR LAST EMPLOYER** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name and address of employer:** | | |  | | | | | | | |
| **Nature of business:** |  | | | | | | **No. of employees**: | | |  |
| **Employed from:** |  | | | **Employed to:** | | |  | | | |
| **Job title:** |  | | | **Responsible to:** | | |  | | | |
| **Basic salary:** |  | | | **No. of staff reporting to you:** | | | |  | | |
| **Reason for leaving / wanting to leave:** |  | | | | | **Notice period:** | | |  | |
| **Reference contact:** |  | | | | **Job title:** |  | | | | |
| **Can we contact them now?** | | Yes  No | | | **Tel no:** |  | | | | |
| **Main duties and responsibilities:** (Attach copy of job description if available. Continue on a separate sheet if necessary). | | | | | | | | | | |
|  | | | | | | | | | | |

|  |
| --- |
| **DETAILS OF PREVIOUS EMPLOYMENT**  Starting with the most recent after your current or last employment |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name and address of employer:** | | |  | | | | | | | |
| **Nature of business:** |  | | | | | | | **No. of employees**: | |  |
| **Employed from:** |  | | | **Employed to:** | | |  | | | |
| **Job title:** |  | | | **Responsible to:** | | |  | | | |
| **Basic salary:** |  | | | **No. of staff reporting to you:** | | | | |  | |
| **Reason for leaving:** |  | | | | | | | | | |
| **Reference contact:** |  | | | | **Job title:** |  | | | | |
| **Can we contact them now?** | | Yes  No | | | **Tel no:** |  | | | | |
| **Main duties and responsibilities:** (Attach copy of job description if available. Continue on a separate sheet if necessary). | | | | | | | | | | |
|  | | | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and address of employer:** | |  | | | |
| **Employed from:** |  | | **Employed to:** |  | |
| **Job title:** |  | | **Responsible to:** |  | |
| **Basic salary:** |  | | **No. of staff reporting to you:** | |  |
| **Reason for leaving:** |  | | | | |
| **Main duties and responsibilities:** (Attach copy of job description if available) | | | | | |
|  | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and address of employer:** | |  | | | |
| **Employed from:** |  | | **Employed to:** |  | |
| **Job title:** |  | | **Responsible to:** |  | |
| **Basic salary:** |  | | **No. of staff reporting to you:** | |  |
| **Reason for leaving:** |  | | | | |
| **Main duties and responsibilities:** (Attach copy of job description if available) | | | | | |
|  | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and address of employer:** | |  | | | |
| **Employed from:** |  | | **Employed to:** |  | |
| **Job title:** |  | | **Responsible to:** |  | |
| **Basic salary:** |  | | **No. of staff reporting to you:** | |  |
| **Reason for leaving:** |  | | | | |
| **Main duties and responsibilities:** (Attach copy of job description if available) | | | | | |
|  | | | | | |

|  |
| --- |
| **ADDITIONAL INFORMATION** |
| Use this section to give further information in support of your application. Your application form plays an essential part in our choosing the right person for this position. Your application is the only source of information that will inform the recruiting manager whether to shortlist you for an interview. In the information supplied to you about this job you will find a job description and person specification. The person specification identifies the experience, skills and personal attributes and, where appropriate qualifications which form the selection criteria for this post. Please use this section to advise us how you meet the selection criteria giving concise examples of how you have used these skills and knowledge in previous situations. It is important for you to provide the recruiting manager with as much relevant information as possible as assumptions will not be made.  You should include any special skills, experience or achievements, which you feel are relevant. These may have been gained in a voluntary position as well as in paid employment. Continue on a separate sheet if necessary. |
|  |

|  |
| --- |
| **If appointed to the position will you be continuing with any other jobs?** (Please give details) |
|  |

|  |
| --- |
| **Do you have any other commitments which might affect your working hours?** Eg Judicial, Military or Local Government |
|  |

|  |  |  |
| --- | --- | --- |
| **If offered the job when could you start?** |  | |
| **Please state the name of the publication / website where you saw the position advertised?** |  | |
| **Have you previously been employed by Production Bureau?** | | Yes  No |
| **If yes please state when and post held:** |  | |
| **Do you or your family have any connection, either personal or business, with Production Bureau?**  (If yes please give full details) | | Yes  No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DECLARATION** The inclusion of information which is incorrect, or failure to include relevant details, may disqualify you from consideration or if you are appointed may lead to dismissal. | | | | | |
| * **I confirm** all information given is correct and I understand that misleading statements will be sufficient grounds for withdrawal of any offers made or summary termination of employment. * **I understand** that questions left unanswered may be discussed at interviews arising from this application. | | | | | |
| **Signature:** |  | **Print Name:** |  | **Date:** |  |

**Please note, if you are completing this application electronically, you will be asked to sign the forms you have submitted if you are invited to an interview.**