



APPLICATION NO:
 (For office use only)

Please send completed form to: **Headingley Enterprise & Arts Centre (HEART)**
 By email to Mike at: centremanager@heartcentre.org.uk
 By post to: Mike Bird, Centre Manager, HEART, Bennett Road, Leeds, LS6 3HN
 Closing date for applications:

JOB APPLICATION FORM

HEADINGLEY ENTERPRISE & ARTS CENTRE (HEART)

POST APPLIED FOR: Café Staff

Please complete all the following questions

PERSONAL DETAILS	<i>Please use black ink or type</i>
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Title:	Forenames:	Surname:
Address:		
	Post code:	
Email:		
Home:		Mobile: <input style="width: 100%;" type="text"/>

REFERENCES

Please give names and addresses of two referees. (One should be your present employer or most recent employer). Reference 1		May we contact them before interview?
Name:		YES/NO
Address:		
Tel:	Email:	Length of time known:
Occupation:	Capacity in which Known:	

Reference 2		May we contact them before interview?
Name:		YES/NO
Address:		
Tel:	Email:	Length of time known:
Occupation:	Capacity in which Known:	

EDUCATION AND PROFESSIONAL/TECHNICAL TRAINING

NAME OF INSTITUTION	DATES		QUALIFICATIONS GAINED
	FROM	TO	
Professional/technical or other training:			
Other relevant training/qualifications:			
Qualifications currently being pursued:		Expected date of completion:	

VOLUNTARY WORK

Please give details of any voluntary work undertaken, including dates:

EMPLOYMENT DETAILS**PRESENT OR MOST RECENT OCCUPATION**

Job title:	Salary £
Name of Employer:	
Address of Employer:	
Brief description of principal duties:	
Date appointed:	Notice period required:

PREVIOUS EMPLOYMENT

(Please list all other posts held, starting with most recent)

Name of Employer	Date		Position held and Brief description of duties	Reason for leaving
	FROM	TO		

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please use this section to state why you want this job and to show how you meet the person specification. *(Please use a continuation sheet if necessary)*

MEDICAL DETAILS

How many days absence from work due to illness have you had in the last 2 years?

Please give details of any serious illness:

Do you know of any other health condition you have that could either affect your ability to work safely or affect the safety of your colleagues: (If YES, please give details).

CRIMINAL CONVICTIONS

Please indicate below if you have any unspent criminal convictions. Please note that you do **not** have to disclose convictions which are treated as "spent" according to the provisions of the Rehabilitation of Offenders Act 1974. A standard CRB check may be undertaken.

Do you have any criminal convictions?

State Yes or No

If you have answered Yes to the above question, then please supply, on a separate sheet of paper, the following information about all convictions against you:

Offence for which you were convicted; date of conviction; court in which you were convicted; sentence imposed.

Headingley Enterprise & Arts Centre Ltd will not discriminate on the grounds of criminal convictions, and therefore only convictions which are directly relevant to the job you have applied for will be taken into account.

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process:

Do you need a work permit to work in the UK?

State Yes or No

DISCLOSURE OF INFORMATION

Please sign and date below to indicate your agreement to the following declaration which applies to all information provided by you in this application including any additional sheets attached.

I understand that if I am offered the post, the information submitted in my application will form a part of my contract of employment with Headingley Enterprise & Arts Centre Ltd and that if it is subsequently discovered that I have wilfully or negligently given false information or withheld information, I will be liable to immediate dismissal and may be prosecuted. I understand that canvassing directly or indirectly will be a disqualification.

Signature		Date	
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The collection, processing, maintenance and retention of any personal data which HEART processes, is governed by legislation such as the UK Data Protection Act 1998, GDPR, and by HEART's own policies and procedures.

HEART will use any personal data you provide within this document solely for the purpose of assessing the eligibility of your application when applying for the vacancy. The information may also be shared with external parties only if required by law.

The information will be kept on file for a period of six months after the closing date of the vacancy to allow for any further processes, such as appeals, that may occur.

If you are successful in your application for employment with HEART, then the application form will be kept on your personnel file for the duration of your employment.