



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: Noon 1st February 2019

JOB APPLICATION FORM

HEADINGLEY ENTERPRISE & ARTS CENTRE (HEART)

POST APPLIED FOR: **Assistant Chef**

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:

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?	
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Please give details of any disability or long term health condition:

(Where an applicant with either a disability or long-term health condition meets the minimum criteria for the post they will be given the opportunity to demonstrate their talents at an interview).

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	
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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	
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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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DATA PROTECTION STATEMENT

HEART will process and be in control of the data provided on this form.

The information which you provide in this form and any other information obtained or provided during the course of your employment with us (“the information”) will be used for the purpose of assessing your suitability for roles, in emergency situations e.g. to protect life or in a medical situation, and in relation to legitimate interests of our business.

If you choose not to accept any offer of employment that we make, the information will be retained for a further 6 months in the event of a more suitable opportunity arising, after which time it will be destroyed.

You have the right to data portability, request access to, rectification or erasure of your data collected as part of this process.

If your application is successful, the information will form part of your employee file and we will be entitled to process it for all purposes in connection with your employment with HEART.

So that we may use the information for the above purposes and on the above terms, we are required to obtain your explicit consent. Accordingly, please sign the consent section below. You have the right to withdraw your consent at any time and the right to lodge a complaint with the Information Commissioner.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Signed:

Date: