



# Job Application Form

**PRIVATE AND CONFIDENTIAL**

Position applied for:

How did you hear about this vacancy? (include date):

## A: PERSONAL DETAILS

**Full Name:**

Address:

Postcode:

Email Address:

Telephone Number (include STD code):

Home:

Mobile:

Business:

(tick the box if you do not want to be contacted at work):

Do you need a work permit to take up employment in the UK? (please circle):      Yes/No  
Detail:

National Insurance No.

**B: EMPLOYMENT HISTORY:** most recent first and including any relevant temporary and voluntary work. You may give additional information on supplementary sheets.

Name(s) and Address(es) of Employer(s):	Dates:		Position Held/Main Duties:	Starting /Leaving Salary:	Reason for Leaving:
	From	To			

**C: EDUCATION & QUALIFICATIONS:** secondary, further and higher education and any other professional or vocational qualifications or equivalents.

From: month/year	To: month/year	School/Colleges Attended:	Qualifications Gained: subject level	Grade:

**PROFESSIONAL ASSOCIATIONS:** please state whether you are a member of any technical or professional association or have any other training relevant to the post, and if so, which:

**FOREIGN LANGUAGES:** please list any foreign language you speak and your level of competence, both oral and written:

**D: ADDITIONAL EMPLOYMENT INFORMATION:** please explain how your particular skills, experience and interests are relevant to the position set out in Essential Experiences and Personal Qualities. (Please continue on a separate sheet if necessary).

**E: SUPPLEMENTARY INFORMATION:**

**Are you currently subject to any contractual 'restraints of trade' clauses? (please circle):**

Yes/No

If Yes, please give further information:

**Salary Range Expected:**

**How much notice are you required to give to leave your present employment?**

**Please list your interests, sports, hobbies etc:**

**F: REFERENCES:** Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these should be a previous employer).

Can we approach your present/most recent employer? Yes/No

(Tick in box if you do not wish your employer to be contacted before an offer of employment is made):

Name, Position, Address & Telephone Number	Name, Position, Address & Telephone Number

**G: DECLARATION OF APPLICANT**

I confirm that the above information is correct.

I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

I consent to Film London using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that Film London will retain the form for as long as is deemed necessary and that Film London may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# FILM LONDON EQUAL OPPORTUNITIES MONITORING

Film London is committed to positive policies to promote equal opportunity in the development and growth of London's film industry. We are constantly working to improve our own procedures and as part of this we monitor recruitment applications to Film London.

We would appreciate it if you would answer the questions below.

This information will be used to compile anonymous statistical information only. Monitoring is recommended by the Commission for Racial Equality; the Equal Opportunities Commission; the Disability Rights Commission and the Confederation of British Industry.

1. **Position applied for:** \_\_\_\_\_

2. **Male**  **Female**

3. **Do you identify as disabled?** **Yes**  **No**

The Disability Discrimination Act defines disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

4. **I am:** Under 20  20-29  30-39  40-49  50-59  60 or over

5. **I would describe my ethnic origin as:**

<p><b>A: White</b></p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p>Any other White background, please write in</p> <hr/>	<p><b>D: Black or Black British</b></p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background, please write in</p> <hr/>
<p><b>B: Mixed</b></p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p>Any other mixed background, please write in</p> <hr/>	<p><b>E: Chinese or any other Ethnic Group</b></p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other, please write in</p> <hr/>
<p><b>C: Asian or Asian British</b></p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p>Any other Asian Background, please write in</p> <hr/>	

Thank you for your time and interest in Film London.