

# The Ultimate Picture Palace

## Application for Employment (Confidential)

Please complete this form by printing out the form and writing in black ink or by typing in the spaces provided in this document.

<b>Post applied for:</b>		<b>Date:</b>	
<b>Personal details</b>			
<b>Title: (Mr, Mrs, Dr, Ms, etc):</b>		<b>Surname or family name:</b>	
<b>Forename(s):</b>			
<b>Contact address:</b>	<b>Postcode:</b>		
	<b>Contact telephone number:</b>		
	<b>Contact email address:</b>		
<b>Employment history</b> (In chronological order – most recent first, please continue on a separate sheet if necessary).			
<b>1. Employer (present or most recent):</b>			
<b>Position held:</b>		<b>Date started:</b>	
<b>Current / leaving salary:</b>		<b>Leaving date:</b>	
<b>Reason(s) for leaving:</b>			
<b>Nature of duties:</b>			

**Employment history cont...**

(In chronological order – most recent first, please continue on a separate sheet if necessary).

**2. Employer (past employment):****Position held:****Date started:****Current / leaving salary:****Leaving  
date:****Reason(s) for leaving:****Nature of duties:****3. Employer (past employment):****Position held:****Date started:****Current / leaving salary:****Leaving  
date:****Reason(s) for leaving:****Nature of duties:**

Please continue on a separate sheet if necessary.

## Education

List details of GCSEs, A Levels, Degrees, professional qualifications etc, starting with the most recent first.  
Please note that we may ask to see your original educational certificates.

Secondary school/college/university	Qualifications obtained	Subjects	Grades	Year

## Special training

Please list any short courses or additional training you have received, relevant to the position you are applying for.

Training/course details	From	To

**Statement in support of your application**

Please thoroughly describe how your knowledge, experience and skills meet the requirements for the role. This is where we get to know you and why you want his job. Give specific examples including relevant experience gained inside and outside of work.

Please continue on a separate sheet if necessary

**Notice period**

If offered the post when would you be available to start?

**References - Please provide the name, address and occupation of two people for reference.**

One of these should be your existing or most recent employer. All appointments are subject to satisfactory references.

**Application for references will only be taken up for the successful applicant.**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Declaration**

**I confirm that to the best of my knowledge the information I have given on this application form is complete and accurate. I understand that any false statements may lead to the offer of employment being withdrawn or the employment being terminated. I consent to The Ultimate Picture Palace Community Cinema Ltd processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.**

Signed:

Date:

**Please return your completed application form to: Kit Finnie, The Ultimate Picture Palace, Jeune Street, Oxford, OX4 1BN before the deadline, or email to [kit@uppcinema.com](mailto:kit@uppcinema.com)**

## **Privacy Notice**

### **Why we're collecting your information**

We are collecting your information in order to assess your application for the job you are applying for and manage the recruitment process. The information you submit in this form is only used for this purpose.

### **Who is collecting your information and how we store it**

All information given on this form is strictly confidential. The Ultimate Picture Place Community Cinema Ltd is the data controller for all personal information submitted through our job application process.

We have restricted access controls and data security processes, including data processing agreements with all external system suppliers, to comply with GDPR and to ensure your personal information is kept secure at all times. Unless you object, your personal information is kept for as long as we feel is necessary.