**ASSISTANT VENUE MANAGER**

**APPLICATION FORM**

**SECTION 1: APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Mobile number:** |  |
| **Home telephone:** |  |
| **Email address:** |  |

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| --- |
| Are you legally eligible for employment in the UK?  |
| How did you hear about this vacancy?  |
| What is your notice period / earliest availability to take up a new position? |

**SECTION 2: DECLARATION**

Please sign below to indicate that you are providing full and accurate information in your application, your CV and any subsequent interview; and that you understand that withholding or misrepresenting information may be grounds for dismissal.

Signature: Date:

|  |
| --- |
| (FOR OFFICE USE ONLY) DATE RECEIVED: DATE OF INITIAL RESPONSE: |

**SECTION 3: PERSONAL STATEMENT**

**WE’D LIKE YOU TO PROVIDE A PERSONAL STATEMENT ABOUT WHY YOU ARE INTERESTED IN BEING THE TENANT LIAISON ASSISTANT AND WHAT YOU FEEL YOU CAN BRING TO THE ROLE.**

**YOU ARE INVITED TO RESPOND EITHER IN WRITING USING NO MORE THAN 1000 WORDS OR WITH A 2 MINUTE VIDEO/SOUND FILE.**

**SECTION 4: REFERENCES**

Please provide details of two referees, one of whom is your current or most recent employer (or key client if freelance) and indicate at which stage you consent for these references to be taken up. If you are shortlisted for an interview, we would like to take up as many references as possible before interview.

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Organisation: | Contact number: |
| Email address: | □ contact at any point□ contact on offer of first round interview□ contact on offer of second round interview□ contact only on offer of employment |

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Organisation if relevant: | Contact numbers: |
| Email address: | □ contact at any point□ contact on offer of first round interview□ contact on offer of second round interview□ contact only on offer of employment |