****

**Application for employment**

All sections should be completed electronically where possible. Additional pages may be included. When you have completed your application, please save the document as either a PDF or Word file with the following title – **FIRSTNAME-SURNAME-RADA-APPLICATION.**

We value the privacy of all our applicants, students, visitors, supporters, employees and customers, and strive to meet the highest standards in managing your personal information. The privacy notice found in the link below explains how we collect and manage personal information, and how we comply with data protection law - <https://www.rada.ac.uk/privacy/> .

**Data Protection Act 2018**

Information provided by you on this application form may be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for one year, and then destroyed. If you are the successful candidate, the relevant information may be taken from this form and used as part of your personnel record.

|  |
| --- |
| Application for the post of: |

1. **Personal details**

|  |
| --- |
| Title: |
| Forename(s): |
| Surname: |
| Address: |
| Post Code: |
| Telephone (Day): (Evening): |
| Mobile: |
| Email: |

1. **Employment details**

|  |
| --- |
| Present or last position: |
| Employer’s name and address: |
| Please list below a brief description of responsibilities: |
| Start Date: Leave Date (if applicable):  Salary: Notice required: |
| Reason for seeking alternative employment: |

1. **Previous employment details** (please put in date order starting with most recent)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title and Main Duties** | **Dates**  **(From – To)** | **Salary** | **Employers Name and Address** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Education details** (please put in date order starting with most recent)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Institution** | **Dates attended**  **(From – To)** | **Subject and Qualifications Gained** | **Year Qualification Gained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Professional qualifications and vocational training**

|  |  |  |
| --- | --- | --- |
| **Name of Course** | **Dates attended**  **(From – To)** | **Qualifications Gained and Level** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Membership of professional bodies** (if applicable)

|  |  |  |
| --- | --- | --- |
| **Professional Body** | **Date joined** | **Class of Membership** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Referees**

|  |  |
| --- | --- |
| **Please give details of two referees, one of which should be your most recent employer if possible:** | |
| Name: | Name: |
| Relationship to you (e.g. Employer/Colleague): | Relationship to you (e.g. Employer/Colleague): |
| Address: | Address: |
| Post Code: | Post Code: |
| Tel: | Tel: |
| Email: | Email: |
| May we contact prior to interview?  Yes/No | May we contact prior to interview?  Yes/No |

1. **Additional information**

Please give information below in support of your application, including your knowledge and experience relevant to the position applied for. Please ensure you make reference to the job description when completing this section. This information will be used for short-listing.

|  |
| --- |
|  |

1. **If shortlisted for this position, do you require any reasonable adjustments to be made?** Yes/ No

(If yes, please state below any reasonable adjustments that would assist you)

1. **Do you have authorisation to work in the UK?** Yes/ No
2. **Do you require a certificate of sponsorship to undertake this employment?** Yes/ No
3. **Do you have any unspent convictions?** Yes/ No

(If yes, please give details below. Please note that this information will remain confidential. Having an unspent conviction may not prevent you from working at RADA but non disclosure of any unspent convictions may result in disciplinary action should it later be revealed):

1. **Where did you hear about this position?**

1. **Signature**

I confirm that the information provided by me on this application form is correct and gives a fair representation of my qualifications and work experience. I consent to the use of this information during the recruitment process and during employment, if I am successful.

Signed:

Date:

Please return your completed application form and equal opportunities monitoring form either as a PDF or

Word file to: [applications@radabusiness.com](mailto:applications@radabusiness.com)

Marcus Rose

HR and Payroll Administrator

via email to: