**Business Administrator Application Form**

**Please complete and return this form along with your CV to Rhian.sharpe@filmfixer.co.uk**

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| --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | | | |
| Title |  | | Name |  | | |
| Address |  | |  |  | | |
| Daytime / Mobile telephone no. | | | |  | | |
| Email address | | | |  | | |
| Do you have the legal right to work in the UK? | | | |  | | |
| Notice Period of Current Employment | | | |  | | |
| **PLEASE DETAIL HOW YOU MEET THE CRITERIA LISTED IN THE PERSON SPECIFICATION** | | | | | | |
| Please make sure you have read the job advert, job description and person spec in full before completing this this section. | | | | | | |
|  | | | | | | |
| **HAVE YOU EVER WORKED IN THE FILM OR EVENTS INDUSTRIES, OR A LOCAL AUTHORITY** | | | | | | |
| Please list relevant achievements in no more than 100 words. Experience in the above is not essential. | | | | | | |
|  | | | | | | |
| **OTHER PROFESSIONAL EXPERIENCES AND INTERESTS RELEVANT TO THIS POST** | | | | | | |
| Please detail, in no more than 100 words, why these experiences make you the right person for this job. | | | | | | |
|  | | | | | | |
| **OTHER INFORMATION** | | | | | | |
| Please tell us if you have any medical conditions that may need any adjustments for the interview. | | | | | | |
|  | | | | | | |
| **REFERENCES** | | | | | | |
| Please give details of TWO referees with whom you have worked/been professionally associated ‐ one of  whom should be your current/last employer (referees will not be contacted until a job offer has been made). | | | | | | |
| **Referee 1** ‐ Name | |  | | |  |  |
| Position held | |  | | |  |  |
| Company name | |  | | |  |  |
| Address | |  | | |  |  |
| Contact telephone no. | |  | | |  |  |
| How long have you known this referee? | | | | |  |  |
| **Referee 2** ‐ Name | |  | | |  |  |
| Position held | |  | | |  |  |
| Company name | |  | | |  |  |
| Address | |  | | |  |  |
| Contact telephone no. | |  | | |  |  |
| How long have you known this referee? | | | | |  |  |
| Can we contact your current employer at this stage? | | | | | |  |
| **USE OF PERSONAL DATA** | | | | | | |
| We will use your personal data to contact you should you be successful in progressing to interview stage. If you are successful in your application for the position, we will use your personal to complete background checks including identity checks and DBS checks. Your data will also be held for HR purposes for your duration of the role.  Please tick the relevant box below to show your preferences for the use of your data.  YES, I am happy for my data to be used. NO, I do not agree to my data being used. | | | | | | |