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Description automatically generated with low confidence

Thank you for your interest in working at Curzon Cinema and Arts. To make sure that everyone has the same opportunity in applying for roles with us, we ask that applicants complete an application form.

We have a set system for scoring all job applications against the criteria given in the person specification. You need to demonstrate in your application form how you meet these criteria.

This is our only source of information about your experience and abilities. In your applications, please explain what experience, skills, knowledge, personal qualities and strengths you have and how they relate to this post as described in the job description and person specification.

If you have difficulty completing the application form in this way for any reason – for example you need it in large print, or because English is not your first language – then please contact us and we will do our best to agree an acceptable format with you.

Please complete your application electronically and email it to us at:

[andrew.caddy@curzon.org.uk](mailto:andrew.caddy@curzon.org.uk)

Deadline: midday Monday 8th September 2025

**Application Form**

|  |  |
| --- | --- |
| Application for the post of: | Duty Manager |
| Job Type: | Permanent. Part Time 14hrs per week |
| Where did you first see the vacancy advertised? |  |

# Pre – Employment Information

|  |  |
| --- | --- |
| We have a legal responsibility to ensure that all our employees have the legal right to work in the UK. Do you have the legal right to work in the UK? | Yes  No  If No, please provide details: |

Accessibility and Health:

Do you have any have any requirements from us to enable you to carry out the role? (if Yes – please state)

Criminal Record:

Please note any criminal convictions except those ‘spent’ under the Rehabilitation of Offenders Act 2004. If none, please state:

# Personal Information

Access to this information will be withheld from the shortlisting panel.

|  |  |
| --- | --- |
| Title: |  |
| Forenames: |  |
| Surname: |  |
| UK National Insurance Number: |  |

|  |  |
| --- | --- |
| Address: |  |
| City & Postcode: |  |
| Mobile: |  |
| Home telephone no.: |  |
| Preferred telephone number to be contacted on: |  |
| Email: |  |

**Education**

Details entered in this section of the form will be made available to the short-listing panel.

We understand that formal qualifications aren’t everything, you may have learnt in other ways and at other times so please make sure you include anything of relevance in the employment/personal statement sections.

Schools, Further and Higher Education attended and qualifications obtained that are relevant (no need to include GCSEs):

|  |  |  |  |
| --- | --- | --- | --- |
| School/College/University | Subjects | Level e.g.  A-level, HND, BTEC, NVQ, Batchelor’s Degree | Grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Relevant skills and training**

|  |
| --- |
| Please list any other relevant training, non-qualification courses attended, knowledge or experience you feel are relevant to your application: |
|  |

# Employment

Please provide your employment history in date order:

|  |  |  |
| --- | --- | --- |
| Name of Employer: | Date Started | Date Ended |
|  |  |  |
| Brief explanation of duties: | | |
|  | | |
| Name of Employer: | Date Started | Date Ended |
|  |  |  |
| Brief explanation of duties: |  |  |
|  | | |
| Name of Employer: | Date Started | Date Ended |
|  |  |  |
| Brief explanation of duties: |  |  |
|  | | |
| Name of Employer: | Date Started | Date Ended |
|  |  |  |
| Brief explanation of duties: |  |  |
|  | | |

**References**

Please provide the names and contact details of two referees. The email address provided should be a work email address. References must cover a two-year period of employment, training or education. We will only contact references after a successful offer of employment.

|  |  |
| --- | --- |
| Name: |  |
| Relationship eg. Manager: |  |
| Organisation: |  |
| Address: |  |
| Telephone number: |  |
| Email: |  |

|  |  |
| --- | --- |
| Name: |  |
| Relationship eg. Manager: |  |
| Organisation |  |
| Address: |  |
| Telephone number: |  |
| Email: |  |

# Supporting Statement

Details entered in this part of the form will be used to shortlist your application.

# How does your past experience make you suitable for this role?

|  |
| --- |
| Before completing this section, please read the job description and person specification thoroughly.  In the box below please provide a summary of how your experience, skills, knowledge and abilities fulfil the requirements of the person specification for the role. You should focus on providing evidence and examples which demonstrate your suitability against the requirements of the person specification in relation to this role as you will be shortlisted against the information you provide in this section.  Please note that you should not include any personal details in this section such as your name and address. (suggested length, approximately 500 words). |
|  |

# Declaration

|  |  |
| --- | --- |
| I understand that personal information contained in this application will be stored for the purpose of arriving at a selection decision and the sensitive data will be monitored for the purpose of the equal opportunities monitoring. I understand that if appointed, the information will be used to form the basis of my personnel record. I certify that all information provided on this application form is correct. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I understand that any employment offer will be subject to satisfactory references and evidence of qualifications. | |
| Signed: |  |
| Date: |  |