



88 Lothian Road Edinburgh | Box Office 0131 228 2688 | www.filmhousecinema.com

Application Information

Thank you for your interest in a position with Filmhouse.

We have no vacancies at present, but if you wish to complete this form stating any job you may be interested in, we will hold the form for two months and if any work becomes available that suits you and us, we may give you an interview. We will require to see, and copy, documentary proof of your identity and National Insurance number. If we offer you an interview, as a food handler, you will be required to complete a pre-employment medical questionnaire.

To apply you will need to complete the application form and equal opportunities monitoring form below. When doing so, please follow these introductions:

- Please ensure you complete all parts of the application form as fully as possible.
- In the supporting statement of the application form, please include why you are interested in this post and what skills and experience you will bring to the role.
- Please do not attach a C.V.
- Your application should be posted or emailed to:

Robert Howie
Head of Customer Experience
Filmhouse,
88 Lothian Road,
EDINBURGH,
EH3 9BZ

roberth@filmhousecinema.com

- We regret that we are unable to contact all applicants, so if you have not heard anything from us within 3 months then you must assume that your application has been unsuccessful.

Application for Employment (Confidential)

Position applied for:	
Date:	

PERSONAL DETAILS					
Title		Surname		Forename(s)	
Address					
				Postcode	
Telephone number (day)				Telephone number (evening)	
Email address					

EDUCATION	
Secondary Education (name/place)	Qualifications / grades achieved
Further/higher Education (name/place)	Qualifications / grades achieved

OTHER TRAINING / QUALIFICATIONS
Please provide details of any other relevant training, professional qualifications or work related skills you hold or are studying towards (e.g. languages, I.T. qualifications).

EMPLOYMENT HISTORY: In chronological order, most recent first. Please continue on a separate sheet if necessary

Job Title		Employer	
Dates of employment (from – to)		Salary / hourly rate	
Main duties / responsibilities			

Reason for leaving (if no longer employed)	
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PAST EMPLOYMENT

Job Title		Employer	
Dates of employment (from – to)		Salary / hourly rate	
Main duties / responsibilities			

Reason for leaving (if no longer employed)	
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PAST EMPLOYMENT

Job Title		Employer	
Dates of employment (from – to)		Salary / hourly rate	
Main duties / responsibilities			

Reason for leaving (if no longer employed)	
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STATEMENT IN SUPPORT OF YOUR APPLICATION

Using the person specification as a guide please describe how your knowledge, experience and skills meet the requirements for the role. Please give specific examples including any relevant experience gained both inside and outside of work.

Please continue on a separate sheet if necessary

GENERAL

Have you ever worked for Filmhouse/EIFF before?

(if yes please give details)

Date you are available to take up employment

Are you a British subject or a national of any EU Country?

YES / NO

If not, do you have the right to work in the UK and a current work permit?

YES / NO

Please note that, in accordance with Section 8 of the *Asylum and Immigration Act 1996*, all new employees are required to provide us with documentation which shows that they have the right to work in the UK.

REFERENCES (WORK OR EDUCATION RELATED)

1. NAME		2. NAME	
OCCUPATION		OCCUPATION	
ADDRESS		ADDRESS	
TELEPHONE NUMBER		TELEPHONE NUMBER	
TIME KNOWN		TIME KNOWN	
TYPE OF REF:	Work / Education	TYPE OF REF:	Work / Education
May references be taken up prior to a job offer being made?	YES / NO	May references be taken up prior to a job offer being made?	YES / NO

DATA PROTECTION DECLARATION

I hereby give my consent to Filmhouse processing the data supplied in this application form for the purpose of recruitment and selection.

I declare that the information given in this application is, to the best of my knowledge, complete and accurate.

Applicant's signature: _____

Date: _____

Please note: any false, incomplete or misleading statement may result in withdrawal of a job offer or dismissal.



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Equal Opportunities Monitoring Form

Filmhouse strives to be an equal opportunities employer. In order to assess how successful our equal opportunities policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. Thank you for your assistance.

Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Age	
Marital status	<input type="checkbox"/> Single <input type="checkbox"/> Married / Civil Partnership <input type="checkbox"/> Divorced <input type="checkbox"/> Living with partner		
Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Please describe the nature of your disability by ticking the appropriate box or boxes	<input type="checkbox"/> Speech Impaired <input type="checkbox"/> Other Mobility <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Learning Difficulties <input type="checkbox"/> Hearing Impaired <input type="checkbox"/> Other Disability <input type="checkbox"/> Wheelchair User		
If you have special requirements relating to your disability please note them here			

Ethnic Group (please choose ONE section from A to E, then tick the appropriate box to indicate your cultural background)

A White

British

Irish

Any other White background:

(Please specify) _____

B Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background:

(Please specify) _____

C Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background:

(Please specify) _____

D Black or Black British

Caribbean

African

Any other Black background:

(Please specify) _____

E Chinese, or other ethnic group

Chinese

Any other background: (please specify) _____

To establish whether or not our recruitment advertising is reaching all sections of the community and is cost effective will you please state below how you were made aware of this vacancy: