

**Join us on this epic journey**

**And dive into the wonders and mysteries of the seven kingdoms OF WESTEROS!**

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| **POSITION APPLIED FOR: Visitor Experience Casual Team Member** | | | **REF. NO: VSVE05/2023** | |
| **CLOSING DATE: 31st May 2023** | | |  | |
| TITLE | FIRST NAMES IN FULL | SURNAME | | PREVIOUS SURNAMES |
| HOME ADDRESS:  POSTCODE: | | National Insurance No:  MOBILE NO:  EMAIL: | | |
| Are you eligible to work in the UK? (PLEASE TICK)  Yes  No | | | | |
| DO YOU HOLD A CURRENT DRIVING LICENCE?  YES/NO | | DO YOU HAVE ACCESS TO A CAR?  YES/NO | | |
| WHERE DID YOU FIND OUT ABOUT THIS POST? | | DO YOU REQUIRE AN INTERPRETER, IF SHORTLISTED FOR INTERVIEW?  YES/NO | | |

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**You must clearly demonstrate on your application how you meet with essential criteria – failure to do so may result in you not being shortlisted.**

**Please return this application form to** [**hr@gotstudiotour.com**](mailto:hr@gotstudiotour.com)

**WE ARE AN EQUAL OPPORTUNITIES EMPLOYER**

**ACADEMIC OR OTHER QUALIFICATIONS**

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| **QUALIFICATIONS** | **DATE OBTAINED** | SUBJECT | **GRADE** |
|  |  |  |  |

**Please use the section below to provide detail of relevant qualification/s you have obtained.**

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| **COURSE UNDERTAKEN** | **QUALIFICATION ACHIEVED** | **DATE OBTAINED** |
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**Y**

### EMPLOYMENT HISTORY

Please use this section to demonstrate how you meet the criteria of having a strong background in customer service.

### Current Post

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| **Name and Address of Employer** | **Date Appointed** | **Present Salary** | **Period of Notice** |
| **Reason for Leaving** | | **Job Title** |
| **Department** |
| Please provide duties and responsibilities of current position demonstrating how they are relevant to the post for which you are applying. | | | |

**EMPLOYMENT HISTORY - CONTINUED**

**Please list your previous posts starting with the second most recent and showing all periods of employment.**

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| --- | --- | --- | --- |
| **Name & Address of Employer** | **Start**  **Date** | **End**  **Date** | **Job Title and brief description of duties** |
|  |  |  | Leaving salary & reason: |
|  |  |  | Leaving salary & reason: |
|  |  |  | Leaving salary & reason:  Leaving salary & reason: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Address of Employer** | **Start**  **Date** | **End**  **Date** | **Job Title and brief description of duties** |
|  |  |  | Leaving salary & reason: |
|  |  |  | Leaving salary & reason: |
|  |  |  | Leaving salary & reason:  Leaving salary & reason: |

**EMPLOYMENT HISTORY – CONTINUED**

**ESSENTIAL CRITERIA**

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| Please demonstrate your experience in providing customer service, highlighting your ability to engage and communicate with the general public. |
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| Please demonstrate your level of expertise in the use of IT and technical equipment. |
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| DISCIPLINARY INFORMATION  Have you been subject to investigation or disciplinary proceedings in either your current job or in any of your previous jobs? YES/ NO  If yes, please provide details below: -  Have you ever been dismissed from any employment? YES/ NO  If yes, please provide details below: - |

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| REHABILITATION OF OFFERNDERS (EXCEPTIONS) ORDER N.I. 1979  Linen Mill Studios adheres to the ‘Recruitment of Ex-offenders’ policy, a copy of which can be made available upon request.  Have you at any time been convicted of a criminal offence, which is not yet ‘spent’ under the terms of the Rehabilitation of Offenders (NI) Order 1978? YES/NO  If yes, please give details:- |

**IT SHOULD BE NOTED THAT DISCLOSURE OF A CONVICTION DOES NOT NECESSARILY DEBAR ANY APPLICANT FROM OBTAINING EMPLOYMENT.**

If you are shortlisted for interview you will therefore be asked to provide details of **ALL** convictions including **SPENT** convictions which **MUST** be disclosed and will be subject to verification. Having a conviction will not necessarily debar your application from being considered. For further information on Access NI Code of Practice please visit [www.nidirect.gov.uk/accessni-code-of-practice](http://www.nidirect.gov.uk/accessni-code-of-practice)

**NOTE:** A CANDIDATE FOUND TO HAVE KNOWLINGLY GIVEN FALSE INFORMATION OR TO HAVE WILFULLY SUPPRESSED ANY MATERIAL FACT, MAY BE LIABLE TO DISQUALIFICATION OR, IF APPOINTED, TO DISMISSAL.

**REFERENCES**

Please give the name, contact details including email address and occupation of two persons in a senior professional/managerial capacity. These should be your two most recent employers where possible. (Relatives should not be named as referees). Referees will only be contacted when an offer of employment is made.

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| --- | --- |
| REFERENCE 1 | REFERENCE 2 |
| NAME: | **NAME:** |
| OCCUPATION: | **OCCUPATION:** |
| RELATIONSHIP TO YOU: | **RELATIONSHIP TO YOU:** |
| ADDRESS: | **ADDRESS:** |
| POSTCODE: | **POSTCODE:** |
| TELEPHONE NO: | **TELEPHONE NO:** |
| EMAIL ADDRESS: | **EMAIL ADDRESS:** |
| Please provide an email address for both referees. | |

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| DATA PROTECTION STATEMENT  Under the General Data Protection Regulations 25 May 2018 (GDPR), it is important you are aware that when you apply for employment with Linen Mill Studios, we will keep your information safe & secure.  The information that you have provide on this form and obtained from other relevant sources will be used to process your application for employment. The personal information provided will be used confidentially. If you are successful in this recruitment process and take up employment with us, then the information will be used in the administration of your employment and to provide you with information about us or third parties. We may also use this information if there is a complaint or legal challenge. We may also use or relay information to third parties to prevent or detect crime.  By signing the application form, you are consenting to the processing of personal data in accordance with the Data Protection Act.  Please refer to our privacy statement at https://www.linenmillstudios.com /privacy-policy.  Please note all information is held safely and securely with restricted access to designated personnel. Personal information will be confidentially destroyed in line with Linen Mill Studios Data Protection Policy. |

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| DECLARATION  I declare that the information given in this application form is honest and accurate.  I understand that any false or misleading statement or omission on this form may result in disqualification or dismissal if appointed. | |
| Signed | **Date** |