

Application for Employment

Thank you for your interest in employment at Gear4DJs Ltd. Please complete all sections of this application form in black ink. A CV should also be submitted (details on page 3).

Job Title:	Operations Assistant
Short description of role: (full job description to be provided once employment is confirmed)	Assist in the overall operation of Gear4DJs on a day to day basis to ensure the company runs smoothly and efficiently.

Declaration

I confirm that the information provided is, to the best of my knowledge, true and complete, and understand that providing false or misleading information will disqualify me from appointment or, if appointed, could lead to dismissal without notice. In accordance with the Data Protection Act 1998 the information provided on this form and in the accompanying papers will be used to assess my suitability for the post and, if employed, this information will form the basis of my employee personnel file. I understand that the information provided on this form may be entered onto a computerised database.

Signed:		Date:	
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- By ticking this box I consent to my details being retained for consideration for future, similar vacancies. **Please note that applicants will not automatically be contacted should a similar vacancy arise and should continue to apply for vacancies advertised if interested.** All information will be held securely and confidentially and will be destroyed after six months. Ticking this box is optional.

Your Details

Title:	
Forename(s):	
Surname:	
Address:	
Postcode:	
N.I. Number:	
Date of Birth:	
Telephone Number(s):	
Email:	

Next of Kin

Forename(s):	
Surname:	
Address:	
Postcode:	
Telephone Number(s):	
Email:	

References

Please give details of two referees, **one of whom must be your current employer or, if not currently employed, your most recent employer.** If this is your first job, one of the references should be from your lecturer/head teacher or similar. References will only be taken up for short-listed candidates. Appointments will be offered subject to satisfactory references.

Title and Name:	
Position:	
Address:	
Working Relationship:	
Telephone:	
Email:	
Notes (if required):	

Title and Name:	
Position:	
Address:	
Working Relationship:	
Telephone:	
Email:	
Notes (if required):	

About You

Please include a copy of your CV with this application which must detail the following plus any other information you deem relevant:

- Current or most recent employer
- Previous employment
- Education, qualifications and training
- Work experience and any voluntary roles

What can you bring to the role?

Please write a short paragraph on what you can bring to the role. You should provide details of relevant skills, abilities, experience and knowledge that you have which will enable you to carry out the job effectively. These may be gained from your life and work experience (paid or unpaid), education, training or hobbies/interests. Please only use the space provided below. Information given should be concise and to the point.

Submitting your application

Completed applications must be submitted in one of the following ways by the closing date advertised:

Email: jobs@gear4djs.co.uk

Post: Gear4DJs Ltd (Jobs)
Unit 14 Hove Enterprise Centre
Basin Road North
Brighton
BN41 1UY

Thank you for your interest in employment with Gear4DJs Ltd.