#### Macintosh HD:Users:Jo:Desktop:Working documents:Tour Booking:MCC LOGO.eps

#### APPLICATION FORM - TOURING & ADMINISTRATIVEMANAGER

Please type or write clearly in black ink

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | | | |
|  | | | | | | | |
| Forename: |  | Surname: | |  | | | |
| Address: |  | | | | | | |
| Phone Number: |  | Email Address: | | |  | | |
|  | | | | | | | |
| Are you eligible to work in the UK? | | **Yes** |  | | | **No** |  |
| Do you require a work permit to take up work in the UK? If so, do you have one? | | | | | | | |

|  |  |
| --- | --- |
| **Current or most recent employment** | |
|  | |
| Job Title: |  |
| Employer’s Name and Address: |  |
| Date Started: | Date left: |
| Salary: |  |
| Brief Outline of duties: |  |
| Notice required: |  |
| Reason for leaving/wishing to leave: |  |
| **Previous employment**  Please start with the next most recent position. | |
|  | |
| Job Title: |  |
| Employer’s Name and Address: |  |
| Date Started: | Date left: |
| Salary: |  |
| Brief Outline of duties: |  |
| Notice required: |  |
| Reason for leaving/wishing to leave: |  |

|  |  |
| --- | --- |
| Job Title: |  |
| Employer’s Name and Address: |  |
| Date Started: | Date left: |
| Salary: |  |
| Brief Outline of duties: |  |
| Notice required: |  |
| Reason for leaving/wishing to leave: |  |

Please continue on a separate sheet if necessary.

**EDUCATION AND TRAINING**

Please list all your secondary education, further education and professional training

|  |  |  |
| --- | --- | --- |
| Name of establishment | Dates attended | Qualifications gained |
|  |  |  |

|  |  |
| --- | --- |
| **Supporting Statement**  Please let us know why you would like to apply for this role with Michael Clark Company. Highlight your skills and experience and outline how you meet the requirements of the person specification. | |
|  | |
| **Referees** | |
| Please give details of two referees, one of whom should be a present or previous employer. | |
|  | |
| **Referee 1** | |
| Name: |  |
| Job Title: |  |
| Company: |  |
|  |  |
| Address: |  |
| Email: |  |
| Telephone: |  |
|  |  |
| May we contact prior to interview? |  |

|  |  |
| --- | --- |
| **Referee 2** | |
| Name: |  |
| Job Title: |  |
| Company: |  |
|  |  |
| Address: |  |
| Email: |  |
| Telephone: |  |
|  |  |
| May we contact prior to interview? |  |

|  |  |
| --- | --- |
| **Signature:** | **Date:** |

Please send your completed application form with the equal opportunities monitoring form to patrick@michaelclarkcompany.com by 10.00am on Monday 23 March 2015.

Or by post to

**Patrick Shier**

Michael Clark Company

Barbican Centre

Silk Street

London EC2Y 8DS