



CENTRE CIRCLE EVENT MANAGEMENT

APPLICATION FORM FOR THE POST OF EVENT STAFF

CONFIDENTIAL

Personal Details

Mr/Mrs/Miss/Ms	Surname:	
	First Names:	
Address:		Telephone
.....		Home:.....
.....		Mobile:.....
Post Code:		Date of Birth:
Email Address:		Current Age:

Employment status (delete as applicable) Unemployed / Employed / Self employed	National Insurance Number:
Nature of employment:	

Please Enclose One Passport Photo/ Also Photo Copy of Passport and Birth Certificate and Visa if Applicable and a copy of your National Insurance Card

Do you suffer from any illness or disability? YES / NO

If YES, please specify

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.....

.....

Do you hold any certificates for:	S.I.A Licence	YES / NO
	First Aid	YES/ NO
	Fire-Fighting	YES / NO

Have you been convicted of a criminal offence during the past five years? YES / NO

If YES, please specify

Have you ever been excluded from a Football League or FA Premier League ground? YES / NO

Bank Details

Bank Name:

Sort Code:

Account Number:.....

Previous Experience/Specialist Skills

Please give details of any previous experience in dealing with the public or any specialist skills that you possess:

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Do you speak any other language? (Please specify)

Referees

Please provide the names and addresses of two people who would be prepared to provide a character reference if requested:-

<p>Name:</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>Telephone:</p> <p>Occupation:</p>	<p>Name:</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>Telephone:</p> <p>Occupation:</p>
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Equal Opportunities Employment Policy Statement

CENTRE CIRCLE EVENT MANAGEMENT is committed to providing equality of opportunity in terms of employment for all people regardless of race, colour, nationality, ethnic or national origin, creed, disability, age, sex, marital status or sexual orientation.

Declaration

I hereby declare that all details completed by me in this application are true and correct. I understand that a misleading, false statement or unsatisfactory reference may lead to my subsequent dismissal.

Signed: Date:

FOR CCEM USE ONLY

<p>Notes:.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Called for interview</p> <p>YES / NO</p>
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Signed: Date:

Position in Company:.....

CENTRE CIRCLE EVENT MANAGEMENT

STAFF INFORMATION

PLEASE PRINT YOUR NAME:

1. Next of Kin

Name

Relationship

Address.....

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.....

Telephone No

2. Other Contact Points

a) Name.....

Address.....

.....

.....

Telephone No

b) Name.....

Address.....

.....

.....

Telephone No

Any other relevant information:

Centre Circle Event Management LTD Terms of Employment

Centre Circle Event Management LTD is an equal opportunities employer, regardless of race, religion, or gender. Centre Circle Event Management LTD will train its employees to undertake their duties. We will also undertake ongoing training programmes.

Centre Circle Event Management LTD, will undertake work from its customers as directed.

All staff working for Centre Circle Event Management will be covered by the company's insurance policy.

Our staff will be issued with safety equipment, and clothing, and this equipment and or clothing must be used as directed.

We expect our staff to be polite and professional at all times, and to strictly observe the dress code of the company which is as follows,

Male staff must wear, white shirt with collar, black trousers, black shoes, dark socks, black tie and if required black jacket, or black v neck pullover, Please Note no black jeans or trainers.

Female staff must wear, white blouse black skirt or trousers, flat black shoes and if required black jacket or black v neck pullover. Please Note no black jeans or trainers.

When working all mobile phones must be switched off, and must remain off for the whole working shift.

Eating, drinking, or smoking will only be permitted in designated areas, and only while on a break from work.

All Centre Circle Event Management LTD staff will be paid for work undertaken every 28 days..

Payment will be by BACS payment, or in extreme cases by company cheque, there will be no cash payments.

If you are claiming benefits it is your responsibility to notify the benefits agency.

We will inform you of place and time of work at least two days before work is due.

It is your responsibility to arrive fifteen minutes before start of shift, as all of our clients will be required by law to deliver a safety briefing on the event being worked.

If you can not attend work, you must contact us ASAP on the office contact number 01322 866764 if possible Twenty four hours before day of work.

If you agree to these conditions of employment please sign and print your name below.

Print name

Sign name