### Please read the application pack that came with this form before completing your application. Once completed return to [emma.haley@theatreroyal.org](mailto:emma.haley@theatreroyal.org) or via post by 12pm, 24th November 2014

|  |  |
| --- | --- |
| Position Applied for | **Production and Programming Administrator** |

1. **Personal Details**

|  |  |
| --- | --- |
| Surname |  |
| Forename(s) |  |
| Address | Postcode |
| Telephone (day) |  |
| Telephone (evening) |  |
| Email address |  |
| National Insurance No. |  |

1. **Why are you applying for this post?**

|  |
| --- |
|  |

1. **What can you offer us?**

*Please include details of any relevant skills, experience and knowledge (there are later sections for information about training and education)*

|  |
| --- |
|  |

1. **Present or most recent employment/experience of work**

|  |  |
| --- | --- |
| Name and address of organisation | Postcode |
| Position held |  |
| Salary *(if applicable)* |  |
| Date appointed |  |
| Date left appointment and why *(if applicable)* |  |

Outline briefly your duties and responsibilities

|  |
| --- |
|  |

1. **Previous appointments/experience of work**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of organisation | Position held and dates | Main duties and responsibilities | Reason for leaving |
|  |  |  |  |

1. **Training and education**

*Include details of exams passed, courses attended and qualifications obtained*

|  |
| --- |
|  |

1. **What else are you interested in?**

*eg leisure activities*

|  |
| --- |
|  |

1. **Additional Information**

Do you need a permit to work in the United Kingdom?  Yes  No

Do you have any condition or disability which may affect your ability to do the job, and/or require us to make reasonable adjustments?  Yes  No

|  |  |
| --- | --- |
| If **Yes** please give details including any adjustments that you may need to be made both in respect of the job and the interview |  |

1. **Travel**

*Some positions at the Theatre Royal require employees to drive, if this is applicable to the position you are applying for, please complete this section*

Do you hold a current, clean driving licence?  Yes  No

Do you have access to a car?  Yes  No

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|  |  |
| --- | --- |
| If the answer to either of these questions is **No**, please explain how you would meet the travel requirements of the post *(where applicable)* |  |

1. **Confidential Declaration of Criminal Record**

*Some positions at the Theatre Royal require employees to be responsible for young people aged under 18 and vulnerable adults, if this is applicable to the position you are applying for, you are required to disclose details of any criminal record. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position. All information submitted will be kept strictly confidential.*

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?  Yes  No

|  |  |
| --- | --- |
| If **Yes** please give details of offences, penalties and dates |  |

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes  No

|  |  |
| --- | --- |
| If **Yes** please give details of offences, penalties and dates |  |

Have you undertaken a Criminal Record Bureau enhanced disclosure for any previous employment?  Yes  No

|  |  |
| --- | --- |
| If **Yes** please give the date your last check was done |  |

*Please note that all posts that involve working with young people aged under 18 and vulnerable adults at the Theatre Royal are excepted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed.*

1. **References**

*Please supply details of two persons (other than relatives) from whom references can be obtained. If you have had previous employment one of your referees should be your current or most recent employer.*

|  |  |
| --- | --- |
| Name  Address  e-mail address  Daytime telephone number  Occupation  Employer/Personal Referee *(delete as appropriate)* | Name  Address  e-mail address  Daytime telephone number  Occupation  Employer/Personal Referee *(delete as appropriate)* |

Are you willing for references to be contacted prior to interview?  Yes  No

1. **Declaration**

I confirm that the information I have given on this form is correct and complete to the best of my knowledge, and that misleading statements may be sufficient for cancelling any agreements made.

I understand that, if the position I am applying for is responsible for young people aged under 18 and vulnerable adults, I will be required to complete a Criminal Records Bureau enhanced disclosure if appointed.

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

Theatre Royal Bury St Edmunds

Equal Opportunities Monitoring

The Theatre Royal is committed to a policy of equality of opportunity in all aspects of its recruitment and employment procedures. All candidates will receive fair and equal consideration.

In order for us to put this commitment into practice we need to assess how well our recruitment procedures operate in practice and it would be helpful if you would answer the questions below and return this sheet with your application form. There is no obligation for you to complete the form.

The information submitted will be treated in the strictest confidence and will be used only for statistical monitoring. It is not part of the selection process and will be separated from the application prior to short-listing.

|  |  |
| --- | --- |
| Position Applied for | **Production and Programming Administrator** |
| Year of Birth |  |
| Gender | Male  Female |

**Please indicate your ethnic origin**

|  |  |
| --- | --- |
| Asian/Asian British | Black/Black British |
| Chinese | Middle/Near Eastern |
| Mixed Ethnic Group | White/White European |
| Other (please say) |  |

**Do you consider yourself to have a disability?**  Yes  No

**How did you become aware of this vacancy?**

|  |  |
| --- | --- |
| **Publication** | **Type of advert** |
| Artsjobs | Online |
| Theatre Royal Website |  |
| Stagejobs Pro | Online |
| UK Theatre | Online |
| Other Internet Site | please specify |
| Other source *(please specify)* |  |

**Please return your completed forms to** [**emma.haley@theatreroyal.org**](mailto:emma.haley@theatreroyal.org)

**by 12pm, 24th November 2014**