

# Job Application Form



*Please type or write clearly in black ink*

Application for:

## Personal Details

Surname:

Forenames:

Address:

Contact telephone number:

E-mail address:

## Current or Most Recent Job

Job title & duties:

Employer's name & address:

Date started:

Date left:

Salary:

Reasons for leaving or wishing to leave:

Notice required (if any):

## Previous Employment

Job title & duties:

Employer's name & address:

Date started:

Date left:

Reason for leaving:

## Education & Training

Please list all your secondary education and further education / training:

School / College / University	Dates	Qualifications

## Work Permit

Do you require a work permit?  Yes  No

## Criminal Convictions

Please give details of any criminal convictions you have had, excluding any "spent" under the Rehabilitation of Offenders Act 1974:

## Vacancy Information

How did you find out about this vacancy?

- Times of Tunbridge Wells
- The Stage
- Trinity Theatre website
- Guardian website
- Arts Jobs website
- Word of Mouth
- Other (please specify):

## **Supporting Statement**

Please state why you want this particular post, and highlight the skills and experience that you could contribute to our organisation. Continue on an additional sheet if necessary.

## References

Please give the names and addresses of two referees, at least one of whom should be your current or most recent employer. Any offer of employment made to you will be subject to the receipt of satisfactory written references.

May we take up references at this stage?       Yes       No

Name:

Address:

Position:

Phone:

E-mail:

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Name:

Address:

Position:

Phone:

E-mail:

In what capacity do you know your second referee?

## Declaration

I confirm that the information given on this form is correct, and understand that misleading statements may be sufficient grounds for cancelling any subsequent agreements made.

Submission of this form indicates your explicit consent that your data may be processed in accordance with the provisions of the Data Protection Act 1998 and Trinity Theatre's Data Protection Policy.

Signed:

Date:

Please ensure that you return your completed application form, including any supplementary documents, by the closing date using one of the following methods:

E-mail:      [hr@trinitytheatre.net](mailto:hr@trinitytheatre.net)

(quoting the job title in the subject line)

Post:      Theatre Administrator, Trinity Theatre, Church Road, Tunbridge Wells, Kent TN1 1JP

## Equal Opportunities Policy

### Monitoring of recruitment practices

Trinity Theatre & Arts Centre is committed to being an equal opportunities employer. We are asking you for the following information in order to monitor the effectiveness of our equal opportunities and diversity policies. The information you supply will be detached from your application by the HR Department and used for monitoring purposes only. It will not form part of the selection process. Submission of this form indicates your explicit consent that your data may be processed in accordance with the provisions of the Data Protection Act 1998 and Trinity Theatres Data Protection Policy.

**Name:** .....

**Post applied for:**

**Date of birth:** .....

**Gender:**       Female       Male       Prefer not to say

**Please mark the box that best applies to your background:**

**White:**

- British
- Irish
- Any other White background

**Asian or Asian British:**

- Asian Bangladeshi
- Asian Indian
- Asian Pakistani
- Any other Asian background

**Chinese or Chinese British:**

Chinese

Any other ethnic group (please give details):

.....

**Black or Black British:**

- Black – African
- Black – Caribbean
- Any other Black background

**Dual Heritage:**

- Asian and White
- Black African and White
- Black Caribbean and White
- Chinese and White
- Any other background from more than one ethnic group

**Do you consider yourself to have a disability?**

Yes       No

**Are there any adjustments or amendments under the Equality Act 2010 which you would need to perform the duties of this role (please refer to job description and person specification)?**

Yes       No

If yes, please explain:

.....

**If invited for interview, would you have any individual requirements?**

Yes       No

If yes, please explain:

.....

## **Equal Opportunities Policy Statement**

1. The object of this statement is to confirm our aim as an employer to prevent unfair discrimination in our recruitment, selection and employment policies.
2. We recognise that in order to achieve this aim, we must review our procedures regularly to ensure that individuals are selected and employed on the basis of their relevant merits and abilities.
3. Additionally, Trinity Theatre believes that a programme of action must be implemented to make this policy properly effective and hereby gives authority to the Theatre Administrator to ensure that the necessary monitoring, record keeping, training programmes and review are properly established and maintained.
4. The selection and appointment process and the make-up of the workforce will be monitored.
5. It is our policy that those staff involved in interviewing and selection are given training to avoid discrimination in these processes.
6. We recognise the importance of securing the co-operation of staff and their representatives to make this policy successful. We welcome the support of the trade unions and will review with them the implementation and further development of the policy.