

Application Form: Theatres Adviser

# Advice for Applicants

Please complete this application form electronically. If this is not possible, complete all sections neatly in black type, bearing in mind that your form may need to be scanned and photocopied. Please make sure that you return your completed form to Theatres Trust by **midday on Friday 11 October 2024**. We do not consider late applications.

Before you begin to draft your application, please read the Job Pack, which includes the job description and person specification, addressing each of the criteria and competencies in the area of the application form, which asks you to provide information in support of your application. Please state in your application whether you are able to attend an in-person interview on **Thursday 31 October 2024.**

The Theatres Trust Charitable Fund has a commitment to equality of opportunity for all and all applicants for every role are treated in exactly the same way. The generic application form is the sole mechanism we have for making our first selection and deciding whom we wish to invite for an interview. That means that we only consider the information that appears on the form. No assumptions will be made about your abilities, skills, experience, knowledge or qualifications so it is very important that your application form gives us the information we need and the information that you want to give us to demonstrate your suitability for the role.

As an Equal Opportunities Employer we also ask that you complete the separate Equal Opportunities Monitoring Form, which will remain confidential and will only be used for monitoring purposes, any information provided will not form part of a job application, and is not linked to individual personnel records. All data is separated and anonymised.

# Confidential

Your application will be treated in full confidence following Data Protection regulations and guidelines. Past or present employers will not be approached without your consent. Any offer of employment will be subject to references that we find to be satisfactory and possibly medical clearance. Please type (or write in block capitals and black ink) your application. Continue on separate sheets where necessary. Do not send in a CV, written references, examples of work or other supporting information.

# Application Process

Please email your application to: [info@theatrestrust.org.uk](mailto:info@theatrestrust.org.uk)

Deadline for applications: **Midday on Friday 11 October 2024**Interviews will take place on **Thursday 31 October 2024.**

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| **Position Applied For:** |

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| Personal Details | | | |
| Surname |  | Address |  |
| First Names |  |  | |
| National Insurance No |  | Postcode |  |
| Daytime Tel No (incl. STD code) |  | Mobile Tel No |  |
| Evening Tel No (incl. STD code) |  | Email |  |

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| **Employment Experience (Present/Most recent position)** | | | | |
| Name and Address of Employer | |  | | |
| Job Title |  | | Dates (from/to) |  |
| Salary/Other Benefits |  | | Is your present position your  sole regular employment?)  (If no, please give details |  |
| Notice Due |  | | Reason for seeking new position |  |
| Major duties/responsibilities | | |  |  |
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| **Employment History (Previous position(s) starting with most recent)** | | | | |
| Name of Employer | Job Title | Dates (from/to) (Month/Year) | Salary | Reason for leaving |
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Please give details and explanation of any gaps in your employment history

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| **Education and Qualifications (Secondary School/College/University, including any current studies)** | | | | |
| Institute | Course/Subject | Dates  (from/to) | Full/part-  time | Qualification  & Grade |
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| Professional and Technical Training/Professional Membership | | |
| Other relevant training or work related skills (e.g. short courses, languages etc.) | | |
| Professional Body | Grade of membership and  whether by examination | Date |
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| References | |
| Please give the names, addresses, telephone number and email of two referees, who we may contact for references. One must be your present or most recent employer. | |
| 1)  Relantionship to you: | 2)  Relationship to you: |
| May these references be taken without further authority from you if shortlisted?  1) Yes/No 2) Yes/No | |
| Are you able to attend an in-person interview at our London office on **Thursday 31 October 2024?** Yes / No | |

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| Information in support of application |

Please use this section as your opportunity to sell yourself as the best person for the position. Any further information needs to be related to the requirements of the position as set out in the person specification and should cover the following:

1. the experience, skills, knowledge and personal qualities which you consider make you suitable for the position, including significant achievements which are relevant to the post for which you are applying, challenges that you have met, and examples to demonstrate your qualities
2. details of any voluntary work, relevant leisure activities, contact with particular groups
3. reasons for applying and the contribution you feel you will make to the Trust’s work.

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| Do you require a work permit to undertake full or part time work in the UK? If yes, which visa do you hold and what is the expiry date of the visa? We will request information from applicants in order to fulfil requirements of the Asylum and Immigration Act 1996. |  |

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| How did you hear about this position? |  |

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| For the purposes of the Data Protection Act 1998 I consent to the information contained in this form, and any information received by or on behalf of The Theatres Trust Charitable Fund relating to the subject matter of this form, being processed by them in administering the recruitment process.  I declare that all the information on this application form is true and correct. I acknowledge that any false or misleading statements made on this form may, if they subsequently come to light be taken to justify my dismissal from employment with The Theatres Trust Charitable Fund or could result in the cancellation of any job offer made.  Signature of applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Please email along with a completed Equal Opportunities Monitoring Form to:  **Email to: info@theatrestrust.org.uk** |