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**OFFICE USE ONLY**

**Application Form**

**Position applied for: Finance Assistant**

**Deadline for application: Midday on 20/02/2019**

**Please return this application to:**

**Arcola Theatre Recruitment**

**Email: jobs@arcolatheatre.com**

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**PLEASE SUBMIT AN ELECTRONIC VERSION TO THE EMAIL ABOVE**

Please complete each section and answer all questions as fully as possible.

 When a YES/NO answer is required please enter a tick in the box.

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| **Surname** | **Other names** | **Title (optional)** |
| **Address** | **Contact details:****Home tel:****Mobile:****Email:**  |

**EDUCATION/QUALIFICATIONS/TRAINING**

|  |
| --- |
| Starting with the most recent, please give details of your higher/further and secondary education. |
| **Name of School/College/University** | **Dates** **From To**  | **Qualifications gained**  |
|  |  |  |  |

|  |
| --- |
| **TRAINING** Starting with the most recent, please give details of any relevant training or professional development that you have gained |
| **Training** | **Dates** **From To** | **Qualifications gained, if any** |
|  |  |  |  |

**EMPLOYMENT HISTORY**

|  |
| --- |
| Please give details of your employment history, starting with your most recent position, including relevant voluntary work and work experience.  |
| **Employer** | **From** | **To** | **Position and Key Responsibilities** | **Reason for leaving**  |
|  |  |  |  |  |
| Have you worked for Arcola Theatre before? YES NO If yes, please state dates in which you worked and what you role was at the Arcola Theatre:If you have answered yes to this question, the department may be consulted about your employment record. |

**PERSONAL STATEMENT**

|  |
| --- |
| Please use this section to explain how you meet the points on the person specification, and how you would approach the tasks listed in the job description. |
|  |

**ADDITIONAL INFORMATION**

|  |
| --- |
| Please give details of any other information which might be relevant to this application **Do not substitute a CV**  |
|  |

**RIGHT TO WORK**

Please write **yes** or **no** to the following questions. If your answer is **yes**, please provide further details in the space below

With reference to the New Workers Registration Scheme, are you aware of any reason why you would not be able to work in the United Kingdom?

YES NO

Do you require a work permit or permission to work in the United Kingdom? YES NO

If yes, do you have original valid documents? YES NO

Are you subject to any conditions relating to your employment in the United Kingdom?

YES NO

If applicable, please confirm expiry dates of documents:

Please list any convictions relevant to this post which are not ‘spent’ under the Rehabilitation of Offenders Act:

**REFEREES**

|  |
| --- |
| Please give details of two referees, one of whom must be your present or most recent employer or course tutor if you are currently a student. Both should know your work (paid or unpaid). Both should normally be work related references and include your present employment.**Referees should not include relatives or purely personal friends.** |
| Name | Name |
| Position | Position |
| Address | Address |
| Telephone Number | Telephone Number |
| Email Address | Email Address |
| In what context does this referee know you? | In what context does this referee know you? |
| Do we have permission to contact this referee before any offer is made? | Do we have permission to contact this referee before any offer is made? |

The information given will be processed for employment selection and statistical purposes and will be retained for successful candidates.

I confirm that the information I have given in this application for employment, including any supporting documents, is accurate and complete and that it may form the basis of a contract of employment with The Arcola Theatre.

I understand that failure to disclose any relevant information or the provision of false information will nullify any subsequent contract of employment.

**DECLARATION**:

ELECTRONIC SUBMISION IS A DECLARATION THAT ALL THE INFORMATION CONTAINED IN THIS APPLICATION IS ACCURATE AND CORRECT.

**PLEASE WRITE NAME:**

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**DATE**:

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**Arcola Theatre is a National Portfolio Organisation of Arts Council England and is a limited company registered in England and Wales**

**No. 04078239 and a registered charity no 1108613**

**ARCOLA THEATRE - EQUAL OPPORTUNITIES MONITORING FORM**

Arcola Theatre is an Equal Opportunities employer and is committed to treating all job applications on their merits. The information provided here will not be used in considering your application but will be collected centrally to check that Arcola Theatre is treating all applicants on the basis of their ability to carry out the duties of the post irrespective of gender, race, disability or age.

Please tick the boxes below. The information will be separated from the application form and will not be given to the selection panel.

**TITLE OF POST:**

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**GENDER**

Tick the appropriate box to indicate your gender

**⁭ Female**

**⁭ Male**

**⁭ Non-binary**

**⁭ Prefer not to say**

**ETHNIC ORIGIN**

|  |  |
| --- | --- |
| **I WOULD DESCRIBE MY ETHNIC ORIGIN AS:** | **Please tick** **one box** |
| White | **British** |  |
| **Irish** |  |
| **Any other white background \*** |  |
| Mixed | **White and Black Caribbean** |  |
| **White and Black African** |  |
| **White and Asian** |  |
| **Any other mixed background \*** |  |
| Asian or Asian British | **Indian** |  |
| **Pakistani** |  |
| **Bangladeshi** |  |
| **Any other Asian background \*** |  |
| Black or Black British | **Caribbean** |  |
| **African** |  |
| **Any other Black background \*** |  |
| Chinese  | **Chinese** |  |
| \*Other ethnic group (OE) | **Please state:** |  |
| Prefer not to say |  |  |

**Which of these options best describes your sexual orientation?**

Bisexual Heterosexual / Straight

Gay Man Prefer not to say

Gay woman/Lesbian

**DISABILITY**

Do you regard yourself as in any way disabled?

**⁭Yes Prefer not to say**

⁭ **No**

**Other/Comment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What is your current age?**

16 –19 40 – 49

20 – 29 50 – 59

30 – 39 60 – 64

**ADVERTISING**

Where did you first learn about this vacancy?

**Thank you for the completing the form**