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**Application Form**

**Position applied for [delete where appropriate]: DUTY MANAGER**

**Deadline for application:** 12pm Sunday 12th September 2021

**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.

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

**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. Please add rows if necessary. | | | |
| --- | --- | --- | --- |
| **Name of School/College** | **Dates**  **From To** | | **Qualifications gained** |
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| **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. Please insert rows if necessary. | | | | |
| --- | --- | --- | --- | --- |
| **Employer** | **From** | **To** | **Position and Key Responsibilities** | **Reason for leaving** |
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| Have you worked for Arcola Theatre before**? YES NO**  If yes, please state dates in which you worked and what your role was:  If you have answered yes to this question, the department may be consulted about your employment record. | | | | |

**INTEREST IN CULTURAL SECTOR**

| Please give a brief outline of your interest in and experience of the performing arts, culture, entertainment industry or venues [STATE YOUR INTEREST AND PASSION FOR THE ARTS - ESPECIALLY THEATRE]. |
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|  |

**EXPERIENCE, SKILLS, KNOWLEDGE**

| Please give details of your ***relevant*** experience, knowledge and skills in the following areas  ***Do not substitute a CV.*** |
| --- |
| A) BE ABLE TO PRIORITIES DUTIES AND THINK ON YOUR FEET. |
| B) ABILITY TO RETAIN INFORMATION AND CONFIDENCE WHEN SPEAKING WITH THE PUBLIC. |
| C) EXPERIENCE OF A PUBLIC FACING ROLE. |
| D) ABILITY TO REMAIN CALM UNDER PRESSURE. |
| E) SPECIFIC EXPERIENCE RELATED TO THE POSITION. |
| F) ANY OTHER INFORMATION. |

**RIGHT TO WORK**

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?

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

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

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

**NAME:**

**DATE**: