

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

Applications can be typed or handwritten using black ink.

Please return form either by post to: **Marketing & Participation Assistant, Travelling Light Theatre Company, Barton Hill Settlement, 43 Ducie Road, Barton Hill, Bristol BS5 0AX**

Or email: lydia@travellinglighttheatre.org.uk

POSITION APPLIED FOR		
Administrator (maternity cover)		How did you find out about the job?
PERSONAL DETAILS		
Surname	Title	First name(s)
Present Address Postcode		Date of birth
		Telephone
		Home
		Daytime
		Mobile

ELIGIBILITY	
Are you eligible to work in the UK	YES / NO [delete as appropriate]
Do you have proof of eligibility to work in the UK, e.g. British passport	YES / NO [delete as appropriate]
<i>Under UK legislation we are obliged to see proof of your eligibility to work in the UK. If you do not have a current British Passport we will let you know which other documents we will need to see.</i>	

If you consider yourself to be disabled under the Equality Act (2010), how can we best support you if you are shortlisted for interview?

RELEVANT EDUCATION & QUALIFICATIONS

Detail all relevant qualifications, including any subjects that are currently being studied.

Year obtained	Subject/Qualification	Grade /result	Place of Study

TRAINING COURSES

Please list any training or course(s) which you have undertaken relevant to the position applied for and/or specified in the person specification.

Dates and Duration	Organising body / Establishment attended	Course title and type of training

Please give details of membership of professional bodies.

CURRENT OR MOST RECENT EMPLOYMENT			
Please list your employment history starting with your current or most recent employer			
Employer name and address:		Start date:	End date:
Job title:		Current salary:	
Describe your key duties, responsibilities and achievements in this role:			
Reason for leaving / seeking change:		Period of notice	

PREVIOUS EMPLOYMENT HISTORY			
Please give details of previous employment prior to your current job starting with the most recent.			
Previous employer I Name and address:		Start date:	End date:
Job title:		Reason for leaving:	
Describe your key duties, responsibilities and achievements in this role:			

Previous employer 2			Start date:	End date:
Name and address:				
Job title:		Reason for leaving:		
Describe your key duties, responsibilities and achievements in this role:				

SUPPORTING STATEMENT

Please use this section to state your **reasons for applying for this post**. Outline the **skills & experience** you have gained through paid work, unpaid /voluntary work, work at home, through your studies, through your leisure activities, which are **relevant** to the job for which you are applying, and which you believe makes you suitable for the post. Make sure that you address the person specification providing evidence of how you meet the criteria. If you are handwriting the application and require more space, please attach extra pages.

REFERENCES

Please give the names and addresses of two referees, one of whom should be your present or most recent employer. Your referees will not be contacted prior to interview or without your permission.

Name	Name
Position	Position
Company	Company
Address	Address
Postcode:	Postcode:
Telephone	Telephone

REHABILITATION OF OFFENDERS ACT 1974

Some roles within Travelling Light are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975. **This means you must disclose any previous convictions which are “spent” or “unspent” under the provisions of the Act.** This is stated within the job description for the role.

In the event of employment, any failure to disclose such convictions could result in disciplinary action and ultimately dismissal.

Applicants may be required to undergo a DBS check if their post involves regulated activity relating to children and young people

Have you at any time received, or had pending, a court conviction?

YES / NO

If YES:

To disclose information, provide details on a separate sheet of paper, place in a sealed envelope marked “CONFIDENTIAL” and return it to us with your application. Alternatively, if applying electronically, send the information as a separate email with the subject line as “CONFIDENTIAL: [title of post applied for].

DATA PROTECTION

Data collected will be processed and held in accordance with the Data Protection Act 1998. By providing the information contained within this application form, you are consenting to its use for the purpose of processing your application, assessing your performance in the future (should your application be successful) and monitoring the efficiency of our recruitment and other employment procedures.

We reserve the right to validate all information entered on this form. If your application is unsuccessful, your details will be retained for six months after which it will be securely destroyed.

DECLARATION

I declare that the information contained in this form is true and complete. I understand that it will be treated as part of any subsequent contract of employment. I understand that if it is then discovered that any statements are false or misleading I will be liable to have my application disqualified or subsequently will be liable to be dismissed from Travelling Light's employment.

Signed:

Date:

For Emailed Applications, please tick the box to confirm the above statement is true

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Please return this application form and Equal Opportunities monitoring form by **9am Monday 11th July 2016**

Email: lydia@travellinglighttheatre.org.uk or

By post: Marketing & Participation Assistant, Travelling Light Theatre Company, Barton Hill Settlement, 43 Ducie Road, Barton Hill, Bristol BS5 0AX