**EMPLOYMENT APPLICATION FORM**

**CONFIDENTIAL**

***Please complete electronically or in your usual handwriting using black ink and return to*** [***recruitment@crescent-theatre.co.uk***](mailto:recruitment@crescent-theatre.co.uk)

This form will be used for making an initial assessment of your suitability for immediate or future employment and also for recording/monitoring purposes in the event of you accepting an appointment. Since it is designed to apply for all types of appointments, some of the questions may not be appropriate in your case. You may ignore any questions you prefer not to answer, but you should bear in mind that omission of relevant information may result in your application being rejected.

The Crescent Theatre is an equal opportunities employer and is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, gender reassignment, colour, race, nationality, marital or civil partnership status, pregnancy or maternity, religion or belief, sexual orientation, disability or age.

This form assists us in monitoring who is applying for employment with us, and helps us maintain our adherence to equal opportunities best practice and progress towards identifying any barriers to diversity among our workforce.

We ask some questions regarding disability which may also assist us in determining whether any reasonable adjustments are necessary to facilitate your interview. Pages 1, 2, 7, 8 and 9 will be separated from your application on receipt and will not be used in any decision affecting your recruitment. If you are subsequently employed by The Crescent Theatre then we may retain all details from all pages on your personnel file.

**PERSONAL DETAILS:**

|  |  |
| --- | --- |
| **Full name:** | |
| **Present address:** | **Previous address:**  *If less than 1 year at present address* |
| **Contact no.:** | **NI no.:** |
| **Email address:** | |

**GENERAL PARTICULARS:**

|  |  |
| --- | --- |
| **Do you hold a full driving license?** YES / NO | **Do you own a car?** YES / NO |
| **Please give details of any endorsements:** | |
| **Do you have any convictions that are not yet spent under the rehabilitation of offenders act 1974?** YES / NO  *If YES please provide details:* | |

Please note that should your application be successful, you will be required to provide documentary evidence of your eligibility to work in the UK prior to commencing any employment.

|  |
| --- |
| **Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?** YES/NO  *If yes please provide details:* |
| **If you are successful in your application, would you require a work permit prior to taking up employment?** YES / NO |

|  |  |
| --- | --- |
| **Position applied for:** | **How did you learn about this job?**  *Please specify where you saw the advert* |

**EDUCATION & QUALIFICATIONS:**

Please detail any secondary or further/higher educational qualifications:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Institution** | **Qualification** | **Grade Obtained** |
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Please provide details of any relevant professional qualifications or training undertaken:

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| --- |
|  |

Which computer software packages are you familiar with?

|  |
| --- |
|  |

**EMPLOYMENT HISTORY:**

Please give details of all jobs held including part time and unpaid work starting with your current or most recent employer:

|  |  |  |  |
| --- | --- | --- | --- |
| **Role:** |  | **Dates:** *from and to* |  |
| **Employer:** | *Name and full address* | | |
| **Brief summary of responsibilities:** |  | | |
| **Notice period:** |  | **Reason for leaving/wishing to leave:** |  |
| **Type of employment:** | *e.g. full time / part time / casual / temporary* | **Salary:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Employer** | **Role** | **Salary** | **Reason for leaving** |
|  |  |  |  |  |  |
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Please continue on a separate sheet if necessary.

**SUPPORTING INFORMATION:**

Please give details of why you are applying for this post and specific experience that makes you a suitable candidate for this post, including work experience not explicitly mentioned above:

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| --- |
|  |

Please continue on a separate sheet if necessary.

**ADDITIONAL INFORMATION:**

|  |
| --- |
| *If you wish to add any further information which you think may be relevant to your application please do so here.* |

**REFEREES:**

Please indicate two people who can provide a reference, one of whom should preferably be your present/most recent employer.

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Address:** | **Address:** |
| **Contact no.:** | **Contact no.:** |
| **Email:** | **Email:** |
| **Occupation:** | **Occupation:** |
| **Relationship to you:** | **Relationship to you:** |
| **I give/do not give permission to take up my references prior to an offer of employment being made.** *Please delete as appropriate* | **I give/do not give permission to take up my references prior to an offer of employment being made.** *Please delete as appropriate* |

**MONITORING INFORMATION:**

What best describes your Gender Identity?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Female: |  | Male: |  | Non Binary: |  | Transgender: |  |
| Intersex: |  | I prefer not to say: |  | Other please specify: | |  | |

## How would you describe your nationality and/or ethnicity (please tick)?

**White**

English/Welsh/Scottish/Northern Irish/British c:\e3_work\images\tick_box.tif

Irish c:\e3_work\images\tick_box.tif

Gypsy or Irish Traveller c:\e3_work\images\tick_box.tif

Any other White background, please describe:\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed/Multiple ethnic groups**

White and Black British c:\e3_work\images\tick_box.tif

White and Black Caribbean c:\e3_work\images\tick_box.tif

White and Black African c:\e3_work\images\tick_box.tif

White and Asian c:\e3_work\images\tick_box.tif

Any other Mixed/Multiple ethnic background, please describe:\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asian/Asian British**

English/Welsh/Scottish/Northern Irish/British c:\e3_work\images\tick_box.tif

Indian c:\e3_work\images\tick_box.tif

Pakistani c:\e3_work\images\tick_box.tif

Bangladeshi c:\e3_work\images\tick_box.tif

Chinese c:\e3_work\images\tick_box.tif

Any other Asian background, please describe:\_\_\_\_\_\_\_\_\_\_\_\_\_

**Black/ African/Caribbean/Black British**

English/Welsh/Scottish/Northern Irish/British c:\e3_work\images\tick_box.tif

African c:\e3_work\images\tick_box.tif

Caribbean c:\e3_work\images\tick_box.tif

Any other Black/African/Caribbean background, please describe:\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other ethnic group**

Arab c:\e3_work\images\tick_box.tif

Any other ethnic group, please describe:\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your age?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 18-24 |  | 25-29 |  | 30-39 |  |
| 40-49 |  | 50-59 |  | 60 or over |  |

How would you describe your sexual orientation?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Hetrosexual |  | Bisexual |  | Lesbian |  | Gay |  |
| Asexual |  | Prefer not to say |  | Other please specify: | |  | |

How would you describe your religion?

My religion is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am not religious c:\e3_work\images\tick_box.tif

Prefer not to say c:\e3_work\images\tick_box.tif

## The Equality Act 2010 (EQA) defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, over 12 months. Do you consider yourself to have a disability under the EQA (please tick)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Don’t Know |  |
| Prefer not to say |  | Used to have a disability but have now recovered | | |  |

## If you answered "Yes" to the question above, please give brief details of your condition and please indicate whether you may require any adjustments to enable you to attend and participate in an interview or to carry out any selection tests.

Brief details of condition (including whether mental or physical):

|  |
| --- |
|  |

Adjustments required for interview (including, for example, induction loop/radio aid/speech-to-text reporter/BSL interpreter/other):

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| --- |
|  |

Adjustments required for job:

|  |
| --- |
|  |

Please give details of any other special requirements we may need to be aware of in order to facilitate your attendance at an interview.

|  |
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|  |

**DATA PROTECTION STATEMENT:**

The information that you provide on this form and that obtained from other relevant sources (including the use of a credit vetting process) will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or any third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds or in other ways as permitted by law.

By signing the application form you agree to the processing of the data supplied to us in your application for employment (including your personal information and other sensitive personal data) in accordance with our registration with the Data Protection Commission.

**DECLARATION:**

I declare that the information I have given in this application is accurate and true. I understand that providing false or misleading information will disqualify me from appointment OR, if appointed, may result in dismissal.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |