

APPLICATION FOR EMPLOYMENT



Vacancy Title:

Department:

Where did you see the vacancy advertised?

(The information will only be used to monitor the effectiveness of the advertising media we use)

First Name(s):

Last Name:

Address including post code:

Daytime contact number:

(This will only be used should we need to contact you in connection with your application)

Email Address:

(Email is our preferred method of communication)

Derby Theatre is committed to safeguarding the welfare of children and vulnerable adults and requires all staff to share this commitment. As a potential employee of the Theatre, the post may involve contact with young people under the age of 18 and vulnerable adults and therefore covered by the Exemptions Order to the Rehabilitation of Offenders Act 1974 which means spent convictions have to be declared. The Theatre is a registered body with the Criminal Records Bureau (CRB) and complies with the CRB Code of Practice.

Some roles will require you to be registered (or to apply to be registered) with the Independent Safeguarding Authority (ISA) and for an appropriate ISA and / or CRB check to be made to verify any information provided.

Do you consent to the Theatre applying for a standard/enhanced disclosure certificate should you be offered the post? (Please answer 'yes' or 'no')

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Do you consent to your details being retained on file for consideration against other opportunities that we consider you may be suitable for? (Please answer 'yes' or 'no')

The following qualifications will not be shown to the shortlisting panel. If you feel these qualifications add to your suitability for the role please ensure they are mentioned in your personal statement.

QUALIFICATIONS – (most recent first)

Qualification	Awarding body/Institution	Year obtained	Level/Grade

Where a qualification is essential, you will be required to provide original documents for verification at interview.

FIRST REFEREE (current manager or previous, if not currently working)

Name:	Position Held:
Address including post code:	
Telephone:	Email:

SECOND REFEREE (line manager/teacher/personal)

Name:	Position Held:
Address including post code:	
Telephone:	Email:

Do you agree to your referees being contacted prior to possible offer of the role?
(Please answer 'yes' or 'no')

PERSONAL STATEMENT

Use this space to demonstrate how you consider you meet the person specification criteria and your suitability for the post. Please read our 'Applying for a Job at Derby Theatre' guide for more information on preparing your application. Anything written here will be seen by the shortlisting panel.