

**APPLICATION FOR EMPLOYMENT**

Please note this page will not be seen by the shortlisting panel

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.

If selected for interview, you will be required to provide original documentation as proof of eligibility to work in the UK.

**Do you currently hold eligibility to work in the UK?** (Please answer ‘yes’ or ‘no’)

**Do you have any criminal convictions? Please note: A criminal record will not necessarily be a bar to obtaining a position.**

**(Please answer ‘yes’ or ‘no’)**

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

**Are you currently registered with the ISA?** (Please delete ‘yes’ or ‘no’). **If yes, please enter your ISA registration number**

**Email Address:**

(Email is our preferred method of communication)

**Daytime contact number:**

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

**Address including post code:**

**Last Name:**

**First Name(s)**:

**Where did you see the vacancy advertised?**

(The information will only be used to monitor

the effectiveness of the advertising media we use)

**Department**:

**Vacancy Title**:

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**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)**

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)**

**SECOND REFEREE (line manager/teacher/personal)**

**Do you agree to your referees being contacted prior to possible offer of the role?**

(Please answer ‘yes’ or ‘no’)

**Name:**

**Position Held:**

**Address including post code:**

**Telephone:**

**Email:**

**Name:**

**Position Held:**

**Address including post code:**

**Telephone:**

**Email:**

**Qualification**

**Awarding body/Institution**

**Year obtained**

**Level/Grade**

**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’)

**EMPLOYMENT HISTORY (most recent first)**

**Previous Employer:**

**Position:**

**From:**

**To:**

**Duties and Experience:**

**Reason for Leaving:**

**Previous Employer:**

**Position:**

**From:**

**To:**

**Duties and Experience:**

**Reason for Leaving:**

**Previous Employer:**

**Position:**

**From:**

**To:**

**Duties and Experience:**

**Reason for Leaving:**

**Current or Previous Employer:**

**Position:**

**From:**

**To:**

**Duties and Experience:**

**Reason for Leaving:**

**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.**

**TERMS AND CONDITIONS**

To the best of my knowledge and belief, the information contained in this form is true and accurate. If after appointment, the application is found to be inaccurate or misleading, I am aware that this may lead to disciplinary action under the Theatre's Disciplinary Policy and could result in dismissal.

As part of my application, I may be asked to complete a medical questionnaire which will be assessed by a qualified Occupational Health Adviser. I consent for this information to be used to determine my medical suitability for the post. If further information is required, I consent to the Occupational Health Adviser contacting my G.P. or other medical specialist prior to commencing employment. I understand that any information provided will be treated confidentially.

I consent and authorise the Theatre to undertake any necessary status check with the Independent Safeguarding Authority (ISA) in respect of any role I have applied for. I also consent and authorise the Theatre to undertake any necessary status check or validation of any document submitted as evidence of my eligibility to work in the UK with the UK Border Agency or any other relevant issuing body.

**Please sign and date to confirm that you agree with the terms and conditions.**

If you have difficulty in completing this application form for whatever reason, it will be acceptable for another person to complete the application on your behalf.

Please return your completed application form to**:** [**jobs@derbytheatre.co.uk**](mailto:jobs@derbytheatre.co.uk)

**Signed:**

**Dated:**