

APPLICATION FOR EMPLOYMENT



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

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)
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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)
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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.

Are you currently registered with the ISA? (Please delete 'yes' or 'no'). If yes, please enter your ISA registration number	
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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 have any criminal convictions? Please note: A criminal record will not necessarily be a bar to obtaining a position. (Please answer 'yes' or 'no')	
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Do you currently hold eligibility to work in the UK? (Please answer 'yes' or 'no')	
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If selected for interview, you will be required to provide original documentation as proof of eligibility to work in the UK.

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

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')	
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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)

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')	
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EMPLOYMENT HISTORY (most recent first)

Current or 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:		

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.

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

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

Signed:

Dated:

EQUALITY AND DIVERSITY MONITORING



The Theatre aims to eliminate unlawful discrimination and to promote equality of opportunity and good relations between persons of different groups. We have a general duty under Equalities legislation to monitor the diversity of our applicants so that we can measure overall progress and demonstrate the success of our Equality and Diversity policy.

We are mindful that you may be hesitant in providing the personal details requested. Please be assured that this section will be detached from the application process upon receipt and the information you provide in this section will be used solely for monitoring purposes and will not be made available to those who will be selecting candidates for interview.

Please note these questions have been taken from the Socio-Economic Diversity and Inclusion in the Arts Tool kit created by Weston Jerwood Foundation. <https://jerwoodarts.org/projects/weston-jerwood-creative-bursaries-2017-19/toolkit/>.

They are aimed to help us assess and ensure we are monitoring the class of people who apply for employment with us to ensure a diversity of voices in our organisation. As with all Equal opportunities monitoring this will be detached from your application and not available for the panel.

Monitoring Questions

Which workforce category are you in? – Please place an X next to the most appropriate answer

Permanent Staff
Contracted, freelance or
commissioned staff
Volunteer
Board/Governing Body

Where are you currently based? – Please place an X next to the most appropriate answer

East Midlands
East of England
London
North East
North West
Northern Ireland
Scotland
South East
South West
Wales
West Midlands
Yorkshire and the Humber
Prefer not to say

How would you describe your gender? - Please place an X next to the most appropriate answer

Female
Male
Non-binary
Prefer not to say
Prefer to self-identify (please fill in the free text box below)
Not known

Free Text box:

What is your age range? - Please place an X next to the most appropriate answer

0-19 20-34 35-49 50-64 65-74 75+ Prefer Not To Say Not known

How would you describe your ethnicity? Please place an X next to the most appropriate answer

Arab Asian or British Asian – Indian Asian or British Asian – Pakistani Asian or British Asian – Bangladeshi Asian or British Asian – Chinese Asian or British Asian - Other Asian background Black or Black British – African Black or Black British – Caribbean Black or Black British - Other Black/African/Caribbean background LatinX

Mixed - Asian and White Mixed - Black African and White Mixed - Black Caribbean and White Mixed - Other mixed/multiple ethnic background White – British White – Irish White - Other White background Roma Irish Traveller Any other ethnic background Not known Prefer to self-identify (please fill in the free text box below) Prefer not to say

Free Text Box:

What is your highest qualification?

No formal qualifications Secondary School level ESOL/ Literacy qualifications Further education (AS, A level, Diploma or NVQ level 2/3) Higher education (Graduate) Higher education (Postgraduate and Doctorate) Vocational training Prefer not to say Other (please fill in the free text box below) Free Text Box:
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Do you identify as disabled or do you have a long-term health condition? Please place an X next to the most appropriate answer

No Yes - Blind/Visual Impairment Yes - d/Deaf/Hearing Impairment Yes - Learning difficulty Yes - Mental health Yes - Mobility Yes - Speech impairment Yes - Other disability Yes – Neurodivergent Prefer to self-describe (please fill in the free text box below) Prefer not to say
Free Text Box:

How would you describe your sexual orientation? - Please place an X next to the most appropriate answer

Bi Man Bi Woman Gay Man Gay Woman/Lesbian Heterosexual/Straight Queer+ Prefer not to say Prefer to self-identify (please fill in the free text box below) Not known
Free Text Box:

Is your gender identity the same as the one assigned to you at birth? - Please place an X next to the most appropriate answer

No Yes Prefer not to say

What is your religion/belief? - Please place an X next to the most appropriate answer

Buddhist Christian Hindu Jewish Muslim Non-religious (Atheist, Humanist etc) Sikh Prefer to self-describe (please fill in the free text box below) Prefer not to say
Free Text Box:

Do you have caring responsibilities? - Please place an X next to the most appropriate answer

No - Yes – primary carer for a child or children under the age of 18 Yes – primary carer for a child or children with disabilities Yes – primary carer for an adult or adults with disabilities Yes – primary carer for an older person or persons Yes – secondary carer Prefer not to say
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Socio-economic Background - Please place an X next to the most appropriate answer

The arts and cultural sector has started to look for ways to address socio-economic inequality alongside the characteristics protected by The Equality Act 2010. To improve the sector's ability to address this, it is important to capture information about people's backgrounds. We would therefore like to ask you a few questions about you and your parents or caregivers.

The questions and categories below are matched with the Labour Force Survey and have been developed for Jerwood Arts' programmes in this area including the Weston Jerwood Creative Bursaries and are endorsed by Arts Council England and the Bridge Group.

Please also note that we understand these questions relate specifically to an upbringing in the UK and may not be applicable. If this is the case please feel free to either leave this section blank or use the free text box.

What type of school did you go to? - Please place an X next to the most appropriate answer

A state run or funded school – non-selective
A state run or funded school – selective -
Independent/fee paying school
Independent/fee paying school on a scholarship
Prefer not to say

Were you eligible for Free School Meals at any time during your school years? - Please place an X next to the most appropriate answer

Yes
No
Not applicable (finished school before 1980 or went to school overseas)
Don't know -
Prefer not to say

What was the highest level of academic qualification of your parents/care givers? - Please place an X next to the most appropriate answer

No formal qualifications
Secondary School level
ESOL/ Literacy qualifications
Further education (AS, A level, Diploma or NVQ level 2/3) -
Higher education (Graduate)
Higher education (Post Graduate and Doctorate)
Vocational training
Not known
Prefer not to say
Other (please fill in the free text box below)

Please think about your parent(s) or other primary caregiver when you were around 14 years old. What kind of work did this parent/caregiver do? - Please place an X next to the most appropriate answer

Unemployed / never worked
Routine manual and service occupations e.g. van driver, cleaner, porter, waiter/waitress, bar staff -
Semi-routine manual and service occupations e.g. postal worker, security guard, machine worker, receptionist, sales assistant
Technical and craft occupations e.g. fitter, plumber, printer, electrician
Clerical and intermediate occupations e.g. secretary, nursery nurse, office clerk, call centre agent
Middle or junior managers e.g. office manager, warehouse manager, restaurant manager -
Modern professional occupations e.g. teacher, nurse, social worker, artist, musician, software designer
Traditional professional occupations e.g. accountant, solicitor, scientist, medical practitioner
Senior managers and administrators e.g. finance manager, chief executive, director
Retired
Prefer not to say
Prefer to self-describe (please fill in the free text box below)