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| ***Office only: Applicant No. Application for the post of: Front of House Assistant*** |
| ***Please complete the form in BLACK INK or type. You may re-type this application form, maintaining the same question and page format if you wish*** |
| **SECTION 1 - PERSONAL DETAILS** |
| ***Name*** |  |
| ***Address*** |  |
| ***Email Address*** |  |
| ***Telephone*** |  |
| REFERENCES: Please provide the names of two referees who, wherever possible, should be previous employers with whom you have worked for at least one year. One of your referees should be your present/most recent employer. If you have not been previously employed then Head Teachers/College Lecturers/Course Leaders, etc, are acceptable as referees |
| **Referee 1** | **Referee 2** |
| Name:  | Name:  |
| Address: | Address: |
| Email: | Email: |
| Telephone Number:  | Telephone Number:  |
| Job Title:  | Job Title:  |
| How long they have known you:  | How long they have known you:  |
| May we request references at any time Yes [ ]  No [ ]  |
| **DECLARATION**I declare that the information contained in this application is correct to the best of my knowledge and understand that any false statement, or omission, may result in my application being withdrawn or my appointment being terminated. Initially this information will be used for all purposes relating to the selection process and may be disclosed to those members of the New Vic who have a need to see it. If I am successful in my application, the information will form part of my confidential, personal record. I agree that the information given in my application may be used for purposes registered under GDPR, and I consent to the information being stored and processed on manual and computerised files for relevant employment-related purposes. If I am not successful this will be deleted after 6 months after I have been informed of the outcome of my application. Signed: Date:Please return the completed form to:- **By Post: Administration Department (Recruitment), New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffs, ST5 0JG. Please mark envelope “Private & Confidential”.** **By email:** **recruitment@newvictheatre.org.uk****The Deadline for applications is on the letter which accompanies this form.** |

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| ***Office only: Front of House Assistant Applicant No.***  |

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| **SECTION 2 – APPLICATION FORM**Application for the post of:  |

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| **Present/Most Recent Employer (paid or voluntary work)**Name and Address of Employer: Nature of Business: Job Title: Present Salary: Other Allowances: Full Time/Part time (delete as appropriate) If Part Time, state hours worked per week:Date of Appointment: Briefly describe the current work you do and your duties: Reason for wishing to leave your present post: Notice Required or availability to start:  |

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| **Previous Employment**Please list jobs in date order, starting with your last job before current position, and work backwards (use additional A4 sheets if necessary). |
| Name of Employer and Nature of Business | From | To | Job Title and Duties Performed |
|  |  |  |  |

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| **Education / Training / Qualifications** |
| Schools (after age 11 up to and including A-Levels or equivalent) |
| School/College | Qualifications (inc. grades) |
|  |  |
| **Further Education (University, Technical College, Evening Classes etc.)** |
| Name of University/College etc. | Qualifications (inc. grades) |
|  |  |
| **Professional / Other Training** |
| **Training Course** | **Organising Body**  | **Dates** |
|  |  |  |
| **Do you hold a current full valid UK driving licence?** (delete as appropriate) Yes/No  |
| **Leisure Interests:**  |

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| **Additional Information:**Please use this section to support your application by telling us:* how you think your experience, skills and/or training meet the requirements of the Person Specification
* how your experience, skills and/or training would support delivery of the Job Description
* why you would like to work with us at the New Vic

Please do add extra sheets here if requiredPlease do not attach a CV instead of completing this section. |

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| ***Office only: Front of House Assistant Applicant No.***  |

**New Vic Theatre**

**Equal Opportunities Monitoring Form**

The New Vic is committed to promoting theatre as an activity for all.

In order to achieve this, the New Vic undertakes to ensure that all job applicants, employees and participants are treated equally and encouraged to develop and maximise their true potential irrespective of their background.

The questionnaire is not obligatory but, by completing it, you will help us monitor the effectiveness of our equal opportunities policies.

The questions and categories below are issued by Arts Council England. They used the following sources in creating these categories: the Office for National Statistics for ethnicity categories; the recognized social model for disability categories; and best practice guidance published by Stonewall for sexuality categories.

The information provided will be detached from your application by a member staff not involved in the selection process and used for monitoring purposes only.

Tell us if you need this form in another format e.g. in large print.

**Gender**

[ ]  Male

[ ]  Female

[ ]  Non Binary

[ ]  Other \*(please specify)………………………………

[ ]  I prefer not to answer this question

Is this the same gender as you were assigned at birth [ ]  Yes [ ]  No

**Ethnicity**

**Asian or British Asian**

[ ]  Bangladeshi

[ ]  Chinese

[ ]  Indian

[ ]  Pakistani

[ ]  Any other Asian background

**Black or British Black**

[ ]  African

[ ]  Caribbean

[ ]  Any Other Black/African/Caribbean background

**Mixed**

[ ]  White & Asian

[ ]  White & Black African

[ ]  White & Black Caribbean

[ ]  Any other mixed/multiple ethnic background

**White**

[ ]  English/Welsh/Scottish/Northern Irish/British

[ ]  Gypsy or Irish Traveller

[ ]  Irish

[ ]  Any Other White

**Other Ethnic Group**

[ ]  Arab

[ ]  Other ethnic group

[ ]  I prefer not to answer this question.

**Age**

[ ]  0-19 years

[ ]  20-34 years

[ ]  35-49 years

[ ]  50-64 years

[ ]  65+ years

[ ]  Prefer not to say

**Sexuality**

[ ]  Bisexual

[ ]  Gay Man

[ ]  Gay Woman/Lesbian

[ ]  Heterosexual/Straight

[ ]  Other (Please specify)…………………………

[ ]  Prefer not to say

**Disability**

The Equalities Act 2010 defines a person as having a disability as someone who has a physical or mental impairment which has a substantial and long term negative effect on his or her ability to carry out normal day to day activities".

Do you identify as being a disabled person, deaf, or having a long term health condition?

[ ]  Yes

[ ]  No

[ ]  I prefer not to answer this question

If yes, please give details

If invited for interview, would you have any special requirements?

[ ]  Yes

[ ]  No

If yes, please explain

…………………………………………………………………………………………………………

…………………………………………………………………………………………………………

**Rehabilitation of Offenders**

Have you any convictions that are not spent under Rehabilitation of Offenders Act and are not minor motoring offences? YES [ ]  NO [ ]

If your answer is YES, please give details on a separate sheet of any unspent convictions you are required to disclose under the Rehabilitation of Offenders Act 1974. Please contact us if you require further clarification or if you would like a copy of our policy for rehabilitation of offenders. This information will be treated in the strictest confidence.

**Permission to Work in the UK**

If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. Please note that if you hold a permit to work in the UK, your current permit may not be valid for this post.

Are you able to legally work in the UK? YES [ ]  NO [ ]

Successful candidates will be required to provide evidence of the right to be employed in the UK.

**Where did you hear about this job?**

The Stage (online) [ ]  UK Theatre [ ]  Equity Jobs Service [ ]

Arts Council website [ ]  Stage Jobs Pro [ ]  The Green Room [ ]

Arts Council job listings [ ]  Job Centre Plus [ ]  New Vic website [ ]

New Vic Facebook [ ]  Twitter [ ]  Word of mouth [ ]

Other (please specify) [ ]

 ………………………………………………..

Thank you for completing the form. We’re always looking to improve how we monitor our recruitment data. We would appreciate hearing your feedback on this form, if you have any.

*Thank you for completing the form.*