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| ***Office only: Applicant No. Post: Appetite Project & Marketing Assistant (pt)*** |
| ***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 most recent employer. If you have not been previously employed then Head Teachers/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to the best of my knowledge and understand that any false statement, or omission, may result in my application being withdrawn or my appointment being terminated.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 email:** **recruitment@newvictheatre.org.uk****By Post: Administration Department (Recruitment), New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffs, ST5 0JG. Please mark envelope “Private & Confidential”. The Deadline for applications is on the letter which accompanies this form.** |

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| ***Office only: Appetite Project & Marketing Assistant (pt) Applicant No.***  |

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| **SECTION 2 – APPLICATION FORM**Application for the post of: Appetite Project & Marketing Assistant |

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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

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

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| ***Office only: Appetite Project & Marketing Assistant (pt) 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 recognised 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**

[ ]  Heterosexual/Straight

[ ]  Bisexual

[ ]  Gay Woman/Lesbian

[ ]  Gay Man

[ ]  Other (Please specify)……………………

[ ]  Prefer not to say

**Socio Economic**

Which of the following categories best describes the occupation of the main/highest earner in your household when you were age 14?

[ ]  Modern Professional

(eg teacher/lecturer, nurse, physiotherapist, social worker, welfare officer, actor, artist, musician, police officer (sergeant or above), software designer)

[ ]  Routine Manual & Service

(eg HGV driver, van driver, cleaner, porter, packer, sewing machinist, messenger, labourer, waiting staff, bar staff)

[ ]  Clerical & Intermediate

(eg secretary, personal assistant, clerical worker, office clerk, call centre agent, nursing auxiliary, nursery nurse)

[ ]  Middle or Junior Managers

(eg office manager, retail manager, bank manager, restaurant manager, warehouse manager. Publican

[ ]  Senior Managers & Administrators

(responsible for planning, organising and co-ordinating work such as finance managers, chief executive)

[ ]  Traditional Professional

(eg solicitor, accountant, medical practitioner, scientist, civil/mechanical engineer)

[ ]  Technical & Craft

(eg motor mechanic, fitter, plumber, printer, tool maker, electrician, gardener, train driver)

[ ]  Short Term Unemployed

(claimed Jobseeker’s Allowance or earlier unemployment benefit for a year or less)

[ ]  Semi-routine Manual & Service

(eg postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, receptionist, sales assistant)

[ ]  Long Term Unemployed

(claimed Jobseeker’s Allowance or earlier unemployment benefit for more than a year)

[ ]  Retired

[ ]  Not applicable

[ ]  Other

[ ]  Prefer not to say

**Disability**

We welcome and support applications from applicants with a disability as currently this group is under represented across our workforce. 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, D/deaf, or having a long term health condition?

[ ]  Yes [ ]  I prefer not to answer this question

[ ]  No

If yes, please give details

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

[ ]  Yes [ ]  No

If selected yes, if you are shortlisted we will be in touch to discuss any adjustments or requirements when inviting you for interview.

**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 visa. Please note that if you hold a visa 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. If you have any questions about your status to at the New Vic, please get in touch with our Administration team.

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

New Vic website [ ]  New Vic Facebook [ ]  Twitter [ ]

Arts Council job listings [ ]  The Green Room [ ]  Word of mouth [ ]

Job Centre Plus [ ]  [ ]  Indeed [ ]

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.