**Watford Palace Theatre**

**Application Form**

This form may be typed or handwritten,or reproduced in similar format if necessary.

Please complete and return to: Administration Department

Watford Palace Theatre

 20 Clarendon Road

 Watford

 WD17 1JZ

 OR: admin@watfordpalacetheatre.co.uk

**Important:** If you have difficulty completing the form because of a disability, please contact Samantha Ford (samantha@watfordpalacetheatre.co.uk) and help can be provided.

**Position Applied For:**

**First Name:**

**Surname:**

**Address:**

**Email:**

**Phone Number: Home:**

**Mobile:**

**Work (if we may contact you there):**

|  |  |  |
| --- | --- | --- |
| **Entitlement to work in the UK** |  | Are you able to produce a document confirming your entitlement to work in the UK such as a UK Passport, UK Birth Certificate, completed P45 or P60, Naturalisation Certificate or other appropriate document as required by the Asylum and Immigration Act 1996? **Yes / No** |

**Please enter your National Insurance Number:**

**PERSONAL STATEMENT**

**Please explain your reasons for applying for the post and indicate how you would fulfil the requirements of the Person Specification and Job Description. (Max 350 words)**

|  |
| --- |
|  |

**EDUCATION & TRAINING**

**Please list your education / training**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Institution***(School / College / University / Training Centre)* | **Qualifications obtained and Grades where appropriate** |
|  |  |  |

**EMPLOYMENT**

**Please list your previous employment (starting with your current or most recent post) along with a brief description of your responsibilities. Please also include relevant unpaid or volunteer work. Continue on an extra sheet if necessary.**

**Job Title:**

**Employer:**

**Responsibilities:**

**Date started: Leaving Date or Notice Period:**

**Reason for Leaving:**

**Salary on leaving:**

**Job Title:**

**Employer:**

**Responsibilities:**

**Date started: Date Left:**

**Reason for Leaving:**

**Job Title:**

**Employer:**

**Responsibilities:**

**Date started: Date Left:**

**Reason for Leaving:**

***Continue on an extra sheet if necessary*.**

**Please comment on any time during the last 10 years not accounted for in your employment and education history (including unemployment):**

**OTHER INTERESTS**

**Please tell us about your hobbies and interests outside of work.**

**ABSENCE**

**Please indicate how many days sick leave you have taken in the past two years, providing any necessary details for extended periods if you wish.**

**CRIMINAL CONVICTIONS:**

**Please give details of any criminal convictions you have had, excluding any “spent” under the Rehabilitation of Offenders Act 1974.**

**REFEREES**

**Please provide details of two referees, one of which should be your current or most recent employer or School/College.**

1. **Name:**

**Job Title:**

**Address:**

**Telephone:**

May this person be contacted without your prior permission? **Yes / No**

1. **Name:**

**Job Title:**

**Address:**

**Telephone:**

**How do you know your second referee?**

May this person be contacted without your prior permission? **Yes / No**

**ADDITIONAL INFORMATION FOR PEOPLE WITH DISABILITIES:**

**Do you consider yourself to be disabled: Yes/No**

**If yes, please provide any details if you wish:**

**Do you require any reasonable adjustments, due to disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application?**

 **Yes / No**

**If yes, please provide any details if you wish:**

*An applicant with a disability who meets the essential criteria for the job (with a reasonable adjustment where appropriate) will be invited to interview.*

**Watford Palace Theatre keeps information from job applicants on file for a minimum of six months to conform with our Equal Opportunities Policy. We keep your name and address, and details of your application. If you do not want us to do this, please indicate by ticking the box below.**

**I do not want you to keep my details on file if I am unsuccessful in my application: 🞎**

**DECLARATION**

**To the best of my knowledge and belief the information given in this application is accurate and complete. I authorise Watford Palace Theatre to obtain references to support this application by the time the offer is made and release Watford Palace Theatre and third parties from any liability caused by giving and receiving information in support of the application process.**

**Signed: Date:**

**(If submitted electronically, a signature will be required if you are invited for interview.)**

*Please note that any false, incomplete or misleading statements may lead to dismissal.*

**Please use this page to give any further information or continue any answers from above.**

Equal Opportunities Monitoring Form

**Watford Palace Theatre**

The Watford Palace Theatre is committed to equal opportunities in all areas of its work and aims to ensure that everyone who applies to work for us receives fair treatment. To help us to achieve this aim, we would be grateful if you could help us to monitor our practice in the context of our Equal Opportunities Policy by answering the following questions.

**Please note this form will be detached from your application form and will form no part of the selection process.**

1. Post applied for:

Where you saw the post advertised:

1. Age:
2. Gender: Male / Female/ Non-binary/Prefer not to say

If you prefer to use your own term, please specify here …………………….

1. Sexual Orientation : Bisexual / Gay man / Gay Woman/Lesbian / Heterosexual/Straight / Prefer not to say
2. Do you regard yourself as disabled YES/NO

 If you wish to do so, please indicate the nature of your disability:

1. Please indicate the ethnic group to which you see yourself as belonging by ticking one of the following:

 Bangladeshi 🞎

 Chinese 🞎

 Indian 🞎

 Pakistani 🞎

 Other South or South East Asian heritage 🞎

 Specify (if you wish)

 White - British 🞎

 White - Other European 🞎

 White - Other 🞎

 Specify (if you wish)

 African heritage 🞎

 Caribbean heritage 🞎

Mixed Heritage

mixed white and African heritage 🞎

mixed white and Caribbean heritage 🞎

mixed white and South or South East Asian

heritage 🞎

Any other ethnic group: 🞎

 Specify (if you wish)

**I hereby give my consent for the Palace Theatre Watford Ltd processing the information provided in accordance with the purposes stated above.**

**Signed: Date:**