Application for Employment

Harrogate Theatre values diversity and welcomes all applications. Applicants are considered for all positions without discrimination with regard to gender, sexual orientation and marital status, colour or race, disability, religious or political beliefs, trade union affiliation, age, or offending background. We oppose all forms of unlawful and unfair discrimination.

# General Instructions

Please complete in black ink or type and return BEFORE 12 noon on Tuesday 23rd September:

**Niki Alderson  
Creative Engagement Manager**

**Harrogate Theatre**

**Oxford Street**

**Harrogate**

**HG1 1QF**

**Email:** [**niki.alderson@harrogatetheatre.co.uk**](mailto:niki.alderson@harrogatetheatre.co.uk)

An incomplete application will be disqualified from consideration. Your eligibility for the position will be determined by the information you provide on the employment application and any additional materials submitted. If a closing date is not indicated, recruitment for that position may end at any time without further notice.

# Position applied for

Youth Theatre Leader

# Personal Details

Last Name: First Name(s):

Address:

Post Code:

Telephone: Email:

National Insurance Number:

# Educational and Professional Qualifications

Starting with the most recent please list education establishments attended and qualifications with grades achieved.

# Membership of Professional Bodies, Societies, or Institutes

# Current / Previous Employment

Please include details of all employment history (paid or unpaid).

Start with your current or most recent employer. Please provide details of any gaps in employment.

Please include the name and address of the employer, your job title and main duties, dates of employment, salary, and reason for leaving.

Harrogate Theatre reserves the right to check employment information with any previous employer, or place where you have carried out voluntary work.

# Relevant Information

Please use the space below (and additional sheets if appropriate) to demonstrate your ability to meet the requirements of the job by giving clear and concise examples of your relevant experience, skills and abilities, general and specialist knowledge, and any additional factors to support your application. Please ensure you include your name and vacancy applied for on all additional sheets and indicate the number of sheets attached here. Sheets attached:

# Criminal Record

Please see policy statement below on the Recruitment of Ex-offenders.

Please give details of any criminal convictions. If none, please state ‘none’.

Because of the nature of the work for which you are applying this post is exempt from the provision of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act. Failure to disclose details may render you liable to summary dismissal.

The job advert and further particulars will confirm if this post is subject to a Disclosure by the Disclosure and Barring Service.

# References

Please give the names of two people who have agreed to supply references, one of which should be your current employer. Alternatively, if you have not been employed, your referee should be someone in a position of responsibility who can comment on your competence, personal qualities and suitability for the post. Please note that personal references such as friends and relatives are not acceptable. If you do not wish referees to be contacted at this stage, please mark X in the box.

Referee One Referee Two

Name: Name:

Job Title: Job Title:

Work address: Work address:

Telephone number: Telephone number:

E-mail address: E-mail address:

Relationship to you: Relationship to you:

# Further Information

How many days and on how many occasions have you been absent from work due to sickness in the last 2 years? Please note you may be asked about this if you are short listed for interview.

Are there any dates when you are unable to attend an interview?

Do you require a work permit to work in the UK?

Yes No \*delete as appropriate

# Equal Opportunities Monitoring

Harrogate Theatre has an Equality & Diversity Policy that aims to eliminate discrimination in employment. Staff are selected on merit only, irrespective of race, colour, nationality, ethnic origin, gender, sexuality, age, disability, social class, religious, cultural, or political beliefs, or through any other unjustifiable cause. We are committed to the monitoring of this policy to ensure that it works, but we need your assistance to do this. Please complete the form at <https://tinyurl.com/5at7767u> This information does not form part of your application and will not be seen by the recruitment panel or used in the selection process.

# Declaration

I acknowledge that an appointment, if offered, will be subject to the receipt of satisfactory pre-employment checks.

I declare that the information given on this form is correct and understand that any false statement could disqualify me from appointment, or in the event of discovery after appointment, could result in my appointment being terminated.

I acknowledge that any information submitted in pursuit of my application will be held by Harrogate Theatre and falls within the provisions of the Data Protection Act.

I confirm that I am / am not related to anyone at Harrogate Theatre. \*delete as appropriate.

Signature: Date: