

SHERMAN THEATRE

APPLICATION COVER SHEET

Please complete in type or black ink, SIGN and scan to return electronically.

PERSONAL DETAILS			
Family name			Correspondence Address:
First Name(s)			
Home Telephone			
Mobile			
Work Telephone			Post Code:
May we contact you at work?	Yes	No	E-mail:

REFERENCES			
Please give the name, address, telephone number and status of two referees who are willing and able to give an opinion on your abilities and professional experience. One referee should be your present or past employer. We may wish to take up references before an offer of employment has been made to you, but will inform you before we do so.			
Name:		Name:	
Address:		Address:	
Tel No		Tel No	
Relationship to you:		Relationship to you:	
E-mail:		E-mail:	
May we make a direct approach to this referee, in confidence, before interview?	Yes	No	May we make a direct approach to this referee, in confidence, before interview?
			Yes
			No
If your present employer is not given above please state reason why:			
If an offer is made and accepted, we reserve the right to contact your present employer for a reference.			

ADDITIONAL INFORMATION

Information on this page will not be distributed to the short-listing panel

Sherman Theatre welcomes applications from disabled people. Please use this space if you would like to let us know about any support or adjustments that would assist you at interview and/or in the job.

This role requires a DBS check.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 (* Please see below)?

Yes

No

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offender Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

Yes

No

If yes to either of the above, please give details on a separate sheet.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

Yes

No

Are you available for interview on the date indicated in the application pack?

Yes

No

Do you have a full and current driving licence?

Yes

No

DECLARATION

I can confirm that to the best of my knowledge the above information is correct and can be treated as part of any subsequent contract of employment. I understand that, if I am offered employment, personal information about me will be held and used for personnel / administrative purposes but not distributed to other parties without my permission. I am aware that if I am selected for a post having access to children or other protected groups, Sherman Theatre will carry out a criminal records check to establish whether or not I have a criminal background.

Signed : _____ Date _____

APPLICATION FORM

Please complete in type or black ink, SIGN and scan to return electronically.

YOUTH & EDUCATION COORDINATOR

COMMUNITY ASSOCIATE

EDUCATION AND TRAINING HISTORY

Details of professional or relevant qualifications (including exam results and grades):

Details of any relevant training courses:

Details of membership or professional societies or institutions:

Membership	Registration Number	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYMENT HISTORY

Present or most recent employer (please include unwaged activities)

Employer		Address	
Post held			
Salary			
Date Started		Postcode	
Leaving Date (if applicable)			
Notice Required			
Reason for leaving			

Please give a brief description of your responsibilities:

Previous Employment (most recent first)

From	To	Employer	Brief details of post	Salary

Relevant Unpaid Work (most recent first)

From	To	Employer	Brief details of post

Do you have any other skills you feel may be useful to the job?

Why would you like this job?

How did you hear about the vacancy?

- | | |
|---|--|
| <input type="checkbox"/> E-mail | <input type="checkbox"/> Our website |
| <input type="checkbox"/> Job Search website | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Newspaper/Journal | <input type="checkbox"/> Word of Mouth |
| <input type="checkbox"/> Online Newspaper/Journal | <input type="checkbox"/> Other |

Please specify which one |

CANDIDATE'S STATEMENT

Please describe how you believe your knowledge, experience and abilities make you a strong candidate for the post. Please refer to the person specification you received with the job description. We suggest you write no more than 800 words. Please continue on an additional sheet if necessary.

