*Please type or write clearly in black ink, please note we do not accept CVs, all relevant information should be included in this form.*

**Position Applied for:**

**Personal Details**

Surname:

Forenames:

Address:

Postcode:

Home Telephone:

Work Telephone:

Mobile Telephone:

Email Address:

**Current/Most Recent Employment**

Job Title:

Company:

Address:

Postcode:

Main Duties/Responsibilities:

Start Date:  End date:

Reason for Leaving:

**Previous Employment**

(Please use additional sheets if necessary)

Job Title:

Company:

Address:

Postcode:

Main Duties/Responsibilities:

Start Date:  End date:

Reason for Leaving:

Job Title:

Company:

Address:

Postcode:

Main Duties/Responsibilities:

Start Date:  End date:

Reason for Leaving:

Job Title:

Company:

Address:

Postcode:

Main Duties/Responsibilities:

Start Date:  End date:

Reason for Leaving:

**Secondary and Further Education & Training**

|  |  |  |
| --- | --- | --- |
| School/College/University | Dates attended | Courses attended / Exams taken /  Personal Qualifications / NVQs / Training Courses  (include grades attained) |
|  |  |  |

**Additional Information**

Do you require a certificate of sponsorship and / or a working visa to enable you to work in the UK? **Yes / No**

Please enter your National Insurance Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The English Stage Company has made a commitment to offer all applicants with disabilities who meet the minimum criteria for this job (the Essential section of the Person Specification) an invitation to interview.

Do you consider yourself to have a disability? **Yes / No**

Please indicate any access needs you may have during the selection process. If so please specify below or contact us at [recruitment@royalcourttheatre.com](mailto:recruitment@royalcourttheatre.com)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Supporting Statement**

**To assist us with short-listing for interviews, please use this page to tell us why you feel your skills and experiences make you suitable for this role.**

**References**

Please give the names and addresses of two referees, one of whom should be your present or most recent employer. **Your referees will not be contacted prior to interview or without your permission.**

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Company: | Company: |
| Address: | Address: |
|  |  |
|  |  |
| Telephone: | Telephone: |
| Email: | Email: |
|  |  |

**Data Protection**

As part of the recruitment process, ESC collects and processes personal data for all applicants and we are committed to meeting our obligations under the requirements of General Data Protection Regulation which will come into effect on 25 May 2018.

In submitting this application you acknowledge that the personal information you have provided in this form will be shared with those people directly involved in the recruitment process. Your application form will be stored digitally in a secure location on our server, with access restricted to those people who are involved in the management of the recruitment.

Information included on the Equal Opportunites section of this form will be separated from your application form, anonymised and used for monitoring purposes only.

If your application is unsuccessful, we will keep your application form and personal data on file for 12 months in case there are future employment opportunities which we think may be of interest to you.

If we need to keep your information for longer than this you will be asked for your consent and you are free to withdraw your consent at any time.

**Declaration**

I declare that the information contained in this application is true and complete. If selected, I understand that it will be treated as part of my subsequent contract of employment.

I understand that by including any statements that are false or misleading could lead to my application being disqualified or I could subsequently be dismissed from the English Stage Company’s employment.

Please declare if you have any criminal convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. Having a criminal record will not necessarily be a barrier to employment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: Date:

Once completed please return alongside a completed Equal Opportunities Form, by the date stated on the advert/website, to: [recruitment@royalcourttheatre.com](mailto:recruitment@royalcourttheatre.com)

**EQUAL OPPORTUNITIES MONITORING**

**EQUAL OPPORTUNITIES POLICY** The English Stage Company Limited is an equal opportunities employer. The aims of its policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, nationality, ethnic or national origins, marital status, sexual orientation, gender re-assignment, age, trade union activity, political or religious belief. Applications from disabled persons who have the necessary attributes for the post are welcome. Selection criteria and procedures will be kept under review to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees will be given equal opportunities and, where appropriate, special training to progress within the organisation. The English Stage Company at the Royal Court Theatre is committed to a programme of action to make the policy fully effective.

We would be grateful if you would print out, fill in and return this form with your application - it will help us to monitor our Equal Opportunities Policy in practice. It is for statistical purposes only and does not form part of your application.

(please mark the appropriate box)

**How would you describe your gender identity?**

Female (including male to female trans women)

Male (including female to male trans men)

Non-binary

Prefer not to say

**What is your age?**

18 – 25  56 – 65

26 – 35  66 – 75

36 – 45  76+

46 – 55

**How would you describe your ethnic origin?**

**White/White British**

British  Gypsy or Irish Traveller

Irish  Any other White background

**Mixed/multiple ethnic groups**

White and Black Caribbean  White and Asian

White and Black African  Any other Mixed background

**Asian/Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

**Black/ African/ Caribbean/ Black British**

African

Caribbean

Any other Black background

**Other ethnic group**

Arab

Any other ethnic group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In terms of the definition below, do you consider yourself to be disabled?**

The following is a definition from the Equality Act 2010. A person has a disability for the purposes of the Act if he or she has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

Yes  Prefer not to say

No

**If yes, please specify? (You do not have to give further details unless you wish to)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Where did you hear about this post? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**