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| Please complete this form and return by email or post to: | | |
| Kathryn Cleave  [**jobs@bristololdvic.org.uk**](mailto:jobs@bristololdvic.org.uk)  **Tel: 0117 949 3993 Ext 8650**  **With ‘job application’ in the subject line** |  | Kathryn Cleave  HR Manager  Bristol Old Vic Trust Ltd  Theatre Royal, King Street  Bristol, BS1 4ED |

Bristol Old Vic welcomes applications from all, irrespective of disability, gender, sexual orientation, marital status, family responsibility, age (subject to retirement policy), race, colour, ethnic origin, nationality (subject to issue of visa where required), trade union membership and activity, political or religious beliefs.

**Application for Employment**

Thank you for applying for a position at Bristol Old Vic. Your details will be treated with the strictest confidence. Please type or complete your form legibly in black ink, to allow for photocopying.

If you have a disability or any other special need that means you are unable to complete this form or any other part of the process, please contact us to make alternative arrangements.

### Data Protection

By providing the information contained within this application form, you are consenting to its use for the purpose of processing your application, assessing your performance in the future (should your application be successful) and monitoring the efficiency of our recruitment and other employment procedures. We reserve the right to validate all information entered on this form. If your application is unsuccessful, your details will be retained for six months.

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| **DETAILS OF VACANCY** | |
| **Application for: Job Title** |  |
| To help us monitor how effective our advertising is, please state how you **first** learnt about this vacancy? Please tick (✓), highlight or underline one of the options | Newspaper/trade journal 🞏 Social Media 🞏  Word of mouth 🞏 BOV Website 🞏  Websites: Arts Jobs 🞏 Theatre Bristol 🞏 Stage Jobs 🞏 The Stage 🞏  Other 🞏 Please state: |

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| PERSONAL DETAILS | |
| Surname | Mr/Mrs/Ms/Miss/Dr (delete as applicable) |
| Forenames |  |
| Address |  |
|  |  |
|  |  |
| Postcode |  |
| Work Telephone |  |
| Home Telephone |  |
| Mobile Telephone |  |
| Email Address |  |

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| ELIGIBILITY TO WORK / NATIONAL INSURANCE NUMBER | | | |
| Do you have permission to work in the United Kingdom?\*\* | Yes | No | (delete as applicable) |
| Please enter your National Insurance Number. |  | | |

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| **CURRENT/MOST RECENT EMPLOYMENT** | | | |
| Job Title |  | | |
| Employer’s Name |  | | |
| Employer’s Address |  | | |
|  |  | | |
| Start Date |  | End Date |  |
| Salary |  | | |
| Notice Required |  | | |
| Brief Outline of Duties  and Responsibilities |  | | |
| Reason for Leaving |  | | |
| **PREVIOUS EMPLOYMENT (please continue on a separate sheet if necessary)** | | | |
| Job Title |  | | |
| Employer’s Name |  | | |
| Employer’s Address |  | | |
|  |  | | |
| Start Date |  | End Date |  |
| Salary |  | | |
| Brief Outline of Duties  and Responsibilities |  | | |
| Reason for Leaving |  | | |
| Job Title |  | | |
| Employer’s Name |  | | |
| Employer’s Address |  | | |
|  |  | | |
| Start Date |  | End Date |  |
| Salary |  | | |
| Brief Outline of Duties  and Responsibilities |  | | |
| Reason for Leaving |  | | |

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| --- | --- | --- | --- |
| Job Title |  | | |
| Employer’s Name |  | | |
| Employer’s Address |  | | |
|  |  | | |
| Start Date |  | End Date |  |
| Salary |  | | |
| Brief Outline of Duties  and Responsibilities |  | | |
| Reason for Leaving |  | | |
| Job Title |  | | |
| Employer’s Name |  | | |
| Employer’s Address |  | | |
|  |  | | |
| Start Date |  | End Date |  |
| Salary |  | | |
| Brief Outline of Duties  and Responsibilities |  | | |
| Reason for Leaving |  | | |

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| --- | --- | --- |
| SECONDARY AND FURTHER EDUCATION AND TRAINING | | |
| School/College/University | Dates attended | Courses attended / Exams taken / Professional Qualifications / NVQs / Training Courses (include grades attained) |
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| **ADDITIONAL INFORMATION** |
| Please record any additional information you feel would be useful in support of your application. This will help us to see how you feel your particular skills/competences match up to the requirements of the job. It is therefore important that you tell us as much as possible about yourself in relation to **all the items listed in the job description**. **Please attach another numbered sheet if necessary.** |
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| HEALTH RECORD / CRIMINAL RECORD | | | |
| Have you any medical condition which might affect your ability to carry out the responsibilities of this post or which has been a factor in previous employment? | Yes | No | (delete as applicable) |
| If Yes please give further information. | | |
|  | | |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf) | Yes | No | (delete as applicable) |
| If Yes please give further information. |  | | |
| Are you facing any criminal prosecutions? | Yes | No | (delete as applicable) |
| If Yes please give further information. |  | | |

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| 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 |
| Location | Location |
| Telephone | Telephone |
| Email | Email |

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| DECLARATION | |
| I declare that the information contained in this form is true and complete. I understand that it will be treated as part of any subsequent contract of employment. I understand that if it is then discovered that any statements are false or misleading I will be liable to have my application disqualified or subsequently will be liable to be dismissed from Bristol Old Vic’s employment.  \***\* Right to Work in the UK: I understand that (if selected) I will be required to provide evidence of my right to work in the UK at the interview stage of the recruitment process, and that failure to do this will mean that my application will not be taken any further.** | |
| Signed (or email signature) | Date |
|  |  |
| If applying by email your signature will be required on this application form if you are invited to an interview.  If you decide to email your completed application form to us, please remember that email is not a secure form of communication. | |

**We would be grateful if you could kindly complete the Equality and Diversity Monitoring Form before sending your application to us.**