

# APPLICATION COVER SHEET

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

**POST TITLE** | \_\_\_\_\_

## PERSONAL DETAILS

<b>Surname</b>	_____	<b>Address</b>	_____
<b>Forename/s</b>	_____		
<b>Telephone</b>	_____		
<b>E-mail</b>	_____	<b>Postcode</b>	_____

May we contact you at work? |  **Yes – Work Telephone** |  **No**

## 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.

<b>Name</b>	_____	<b>Name</b>	_____
<b>Address</b>	_____	<b>Address</b>	_____
<b>Postcode</b>	_____	<b>Postcode</b>	_____
<b>Telephone</b>	_____	<b>Telephone</b>	_____
<b>E-mail</b>	_____	<b>E-mail</b>	_____
<b>Relationship</b>	_____	<b>Relationship</b>	_____

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: \_\_\_\_\_

## ADDITIONAL INFORMATION

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

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

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Have you ever been convicted of a criminal offence? (\* Please see below).  
If yes, please give details on a separate sheet.

**Yes**

**No**

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*Under the Rehabilitation of Offenders Act 1974, you may be entitled to answer 'NO' to this question even if you have, in the past, been convicted of an offence. However, certain types of employment are excluded under the Rehabilitation of Offenders Act 1974 (Exemptions) Orders 1975, from the protection of the Act. If the application materials state that this post is exempted from the Rehabilitation of Offenders Act (1974), you are required to provide details of any spent convictions, cautions, reprimands and final warnings you may have in addition to any unspent convictions or criminal proceedings pending against you.*

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

**Yes**

**No**

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

**Yes**

**No**

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Do you have a full and current driving licence?

**Yes**

**No**

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## 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.

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**Signed** | \_\_\_\_\_

**Date** | \_\_\_\_\_

# APPLICATION FORM

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

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**POST TITLE** |

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## EDUCATION AND TRAINING HISTORY

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

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Details of any relevant training courses:

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Details of membership or professional societies or institutions:

<b>Membership</b>	<b>Registration Number</b>	<b>Date</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

## EMPLOYMENT HISTORY

**Present or most recent employer** (please include unwaged activities)

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

Please give a brief description of your responsibilities:

### Previous Employment (most recent first)

<b>From</b>	<b>To</b>	<b>Employer</b>	<b>Brief details of post</b>	<b>Salary</b>

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**Relevant Unpaid Work** (most recent first)

From	To	Employer	Brief details of post

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

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**Why would you like this job?**

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**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         |

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**Please specify which one** |

## **CANDIDATE'S STATEMENT**

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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.

## ADDITIONAL PAGE

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