

APPLICATION COVER SHEET

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

POST TITLE	
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PERSONAL DETAILS

Surname		Address	
Forename/s			
Telephone			
E-mail		Postcode	

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

REFERENCES

Please give the name, address, telephone number and status of two references who are willing and able to give an opinion on your abilities and professional experience. One referee should be your present 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	
Postcode		Postcode	
Telephone		Telephone	
Email		Email	
Relationship		Relationship	

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

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.

Have you ever been convicted of a criminal offence? 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.

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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How did you hear about the vacancy?

E-mail

Job Search website

Newspaper/Journal

Online Newspaper/Journal

Our website

Social Media

Word of Mouth

Other

Please specify which one

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 | _____