

**Wellington Circus | Nottingham | NG1 5AF   
Administration 0115 947 4361 | Fax 0115 947 5759**

**Box Office 0115 941 9419 | nottinghamplayhouse.co.uk**

**YOUTH BOARD**

**APPLICATION FORM**

Please complete all pages of this Application Form and submit it along with the Equal Opportunities Monitoring Form by the closing date of **Monday 15 July 2024 at 12 noon**. Full details can be found on the last page of this form.

Please feel free to re-type this application form, maintaining the same question and page format. You are also welcome to submit a video application if preferred. More information about this can be found in the recruitment pack.

**PERSONAL DETAILS**

Your contact information will only be used should we need to contact you in connection with your application.

|  |  |
| --- | --- |
| Name: |  |
| Address:  Postcode: |  |
| Mobile No.: |  |
| Telephone No.: |  |
| Email address: |  |
| Current place of study/work: |  |
| Course/Job title: |  |

**APPLICATION QUESTIONS**

Be as creative as you like with your application. We want you to answer these questions however you feel most comfortable. As such, please feel free to structure your answers in a way that suits you (e.g. in bullet points) and use the word count to guide you (don’t worry if you are under or a little over!)

Please try and keep each answer to no more than 350 words.

1. **Tell us about yourself** *(please include a little about how you currently spend your time as well as any additional passions/interest)*
2. **How do you feel your passions/interests align with Nottingham Playhouse and the Youth Boards aims** *(you can find the aims in the recruitment pack)*
3. **What interests you about joining the Nottingham Playhouse Youth Board?**

**REFERENCES**

Please give one referee; this could be a teacher, employer, social worker, youth group leader/coach and any other non-work/school related mentors. Please do not use family as referees.

References may be contacted in the event you are shortlisted for interview.

**Referee One**

|  |  |
| --- | --- |
| Name: |  |
| Job title / relationship to you: |  |
| Address: |  |
| Email address: |  |

**ACCESS**

|  |  |  |
| --- | --- | --- |
| If you are offered an interview and you have specific access requirements, please tick this box and we will contact you to make arrangements. | |  |
| Preferred method of contact for discussing access requirements: |  | |

**DECLARATION**

I confirm that, to the best of my knowledge, the information I have given on this application form is correct and complete and that I understand any offer is subject to satisfactory references. I agree that Nottingham Playhouse has the right to validate any of the information provided by me on this form.

Please note: If you include any details that you know are false or if you withhold relevant information, you may be disqualified from the recruitment process or, if appointed to the Youth Board, you may be asked to leave.

Signed ……………………………………………………..……… Date …………………………………

If you are sending this application form via email you will be required to sign the form if you are invited to interview.

**SUBMITTING YOUR APPLICATION FORM**

Please submit your completed Application Form and Equal Opportunities Monitoring Form **by email** to [recruitment@nottinghamplayhouse.co.uk](mailto:recruitment@nottinghamplayhouse.co.uk) stating **‘Youth Board Application’** in the subject header.

*Please send as a* ***Word document****. Do not send as a Pages file, Zip file or use file sharing services such as OneDrive or Dropbox. Apple/Mac users should export their forms to Word documents or PDFs before sending.*

To submit a **video application**, please use [WeTransfer](https://wetransfer.com/) to send your video file and Equal Opportunities Monitoring Form to [recruitment@nottinghamplayhouse.co.uk](mailto:recruitment@nottinghamplayhouse.co.uk).

Or you can submit your application **by post**, marked Private and Confidential, to:

Recruitment, HR Office, Nottingham Playhouse, Wellington Circus, Nottingham NG1 5AF.

The closing date for applications is: **Monday 15 July 2024 at 12noon**

We will let all candidates know the outcome of their application. We will contact you by telephone or email if you are shortlisted for interview. If shortlisted, you will be invited to an informal interview at Nottingham Playhouse on Thursday 1 August from 6.30-7.30pm.

Nottingham Playhouse will use the information you provide in this form to process your application. If your application is successful and you are appointed to the role, this form will be kept on your file.

If your application is unsuccessful, this form will be kept on file for one year after the completion of the recruitment exercise, then destroyed. Personal data obtained through the recruitment process shall be processed and stored in line with Nottingham Playhouse Recruitment Privacy Notice.

You have the right to request a copy of the information Nottingham Playhouse holds on you.