**NOTTINGHAM PLAYHOUSE TRUST LTD**

**VACANCY APPLICATION FORM**

Feel free to re-type this application form, maintaining the same question and page format.

Nottingham Playhouse is taking positive action for Equal Opportunities and actively encourages applicants from the Global Ethnic Majority and Disabled people. Such applicants who meet the minimum criteria on a job person specification will be guaranteed an interview and will be considered on their abilities.

If you require an alternative way to make your application, please contact us on [recruitment@nottinghamplayhouse.co.uk](mailto:recruitment@nottinghamplayhouse.co.uk) or ring 0115 947 4361 to discuss a suitable format. Please include your full name, contact information and details of your request.

**Application for the position of: EXECUTIVE ASSISTANT**

**PERSONAL INFORMATION**

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

**Page 1 will be separated from your application form in order to anonymise the shortlisting process. Please only write your name on this page.**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Pronouns** (optional)**:** | |
| **Address**: | | |
| **Telephone No.**: | **Mobile No.**: | |
| **Email Address**: | | |
| If you are offered an interview and you have specific **access requirements**, please check this box and we will contact you to make arrangements. | |  |
| Preferred method of contact for access requirements: | | |

**DECLARATION**

I confirm that, to the best of my knowledge, the information on this application form is correct and complete and that I understand any job 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.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with Nottingham Playhouse.

Please note: If you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment process or, if appointed, to dismissal.

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

Electronic signatures are acceptable.

**Application for the position of:**

**EXECUTIVE ASSISTANT**

**PLEASE NOTE: Page 1 will be separated from your application form in order to anonymise the shortlisting process. Please do not write your name below.**

**1. Present/Most Recent Employer**

(Paid or voluntary work)

|  |
| --- |
| **Name and Address of Employer**: |
| **Nature of Business**: |
| **Job Title**: |
| **Present Salary**: |
| **Full Time or Part Time**:  (If Part Time, please state hours worked per week) |
| **Date of Appointment**: |
| **Notice Required**: |
| **Briefly describe the work you do and your duties**: |

**2. Previous Employment**

Please list in date order, starting with your last job before current position, and work backwards.

|  |  |
| --- | --- |
| **Name of Employer**: | |
| **Nature of Business**: | |
| **From**: | **To**: |
| **Job Title**: |  |
| **Duties Performed**: | |

|  |  |
| --- | --- |
| **Name of Employer**: | |
| **Nature of Business**: | |
| **From**: | **To**: |
| **Job Title**: |  |
| **Duties Performed**: | |

|  |  |
| --- | --- |
| **Name of Employer**: | |
| **Nature of Business**: | |
| **From**: | **To**: |
| **Job Title**: |  |
| **Duties Performed**: | |

|  |  |
| --- | --- |
| **Name of Employer**: | |
| **Nature of Business**: | |
| **From**: | **To**: |
| **Job Title**: |  |
| **Duties Performed**: | |

Please add additional Previous Employment boxes as needed.

**3. Education / Training / Qualifications**

Please include details and dates of any qualifications gained or being studied for, and/or any courses and training programmes you have attended that you feel are relevant to this job.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School/College**  Schools (after age 11 up to and including A-Levels or equivalent) | **From** | **To** | **Examinations Passed** |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Further Education**  (University, Technical College, Evening Classes etc.) | **From** | **To** | **Examinations Passed** |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional / Other Training** | **From** | **To** | **Examinations Passed** |
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|  |  |  |  |

**4. Referees**

Please provide the names of two referees who, wherever possible, should be previous employers with whom you have worked for at least one year. One of your referees should be your present/most recent employer. If you have not been previously employed then Head Teachers/College Lecturers/Course Leaders etc. are acceptable as referees.

**Referee 1**

|  |  |
| --- | --- |
| **Name**: | |
| **Address**: | |
| **Telephone No.**: | **Email Address**: |
| **Job Title**: | **How long have they known you?** |
| **May we request a reference at any time?** (Yes/No) | **Only after offer of employment** (Yes/No) |

**Referee 2**

|  |  |
| --- | --- |
| **Name**: | |
| **Address**: | |
| **Telephone No.**: | **Email Address**: |
| **Job Title**: | **How long have they known you?** |
| **May we request a reference at any time?** (Yes/No) | **Only after offer of employment** (Yes/No) |

**5. General**

|  |
| --- |
| **When could you commence employment with us?** |

|  |
| --- |
| **Criminal Convictions:**  Please give details of any criminal convictions you have had, excluding any considered ‘spent’ under the Rehabilitation of Offenders Act 1974 (minor motoring offences should be disregarded). |

**6. Additional Information**

Please do not attach a CV instead of completing this section.

|  |
| --- |
| Please let us know why you are applying for this job and why you think you are the right person by telling us how you think your training, skills and experience fit the **Person Specification** (found in the Recruitment Pack). Continue on a separate sheet if necessary.  **Please make sure your name does not appear in this section.** The shortlisting process is anonymous and the first page of this form will be separated from your application upon receipt. |
|  |

**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)

*Please send your forms as* ***Word documents or PDFs****. Do not send as Pages files, Zip files or use file sharing services such as One Drive or Dropbox.*

**Or by post to:** Recruitment, Administration Office

Nottingham Playhouse

Wellington Circus

Nottingham NG1 5AF

Please mark your envelope Private and Confidential.

Closing date for applications: **Monday 22 July 2024 at 12noon.**

All job applicants will be contacted with the outcome of their application. We will contact you by telephone or email if you are shortlisted for interview.

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 post, this form will be kept on your personnel 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.

(Application Form April 2024)