**Application form**

By submitting this application form to us, you acknowledge that we will process and retain your personal information for up to 1 year. We will also keep your equal opportunities form for a period of up to 1 year, after which point the data will be anonymised and aggregated for monitoring purposes.

If you are employed by us, the information you supply to us will be kept securely and will form part of your employment record.

We promise to process your data safely and dispose of it securely. For more information on our processes contact our administrator at [jessicapentney@bushtheatre.co.uk](mailto:jessicapentney@bushtheatre.co.uk).

**Position applied for:**

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|  |

**Personal Details**

|  |  |
| --- | --- |
| Full name |  |
| Address |  |
| Daytime telephone |  |
| Evening telephone |  |
| Email |  |

**Present or most recent employment/experience**

|  |  |
| --- | --- |
| Employer's name |  |
| Address |  |
| Position held |  |
| Dates of employment |  |
| Notice period (if appropriate) |  |
| Brief outline of duties |  |
| Reason for leaving |  |

**Previous employment/experience**

|  |  |
| --- | --- |
| Employer’s name |  |
| Address |  |
| Position held |  |
| Dates of employment |  |
| Notice period (if appropriate) |  |
| Brief outline of duties |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Employer’s name |  |
| Address |  |
| Position held |  |
| Dates of employment |  |
| Notice period (if appropriate) |  |
| Brief outline of duties |  |
| Reason for Leaving |  |

**Education, training and professional qualifications**

|  |  |  |
| --- | --- | --- |
| School, College, university etc. | Qualifications Obtained | Date Obtained |
|  |  |  |

Please provide details of any relevant professional training

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**Supporting statement**

Please use this section to tell us why you are attracted to this position, why you are suited to the role and how your skills, knowledge and experience are relevant. Please refer to the job description and person specification.

Maximum 550 words. *Please note the box will extend as you complete this section*.

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**Referees**

Please give the names and addresses of two referees, one of whom should be your current, or most recent, employer. Any offer of employment made to you will be subject to the receipt of satisfactory written references.

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone number** |  |
| **Email** |  |

Please indicate if we may take up references at this stage: YES / NO

In what capacity do you know your second referee?

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone number** |  |
| **Email** |  |

Please indicate if we may take up references at this stage: YES / NO

In what capacity do you know your second referee?

|  |
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**Eligibility to work in the UK**

Do you require a work permit to work in the UK? YES / NO

|  |  |
| --- | --- |
| If yes, what type of permit is it? | |
| Date of issue: | Date of expiry: |
| Visa number: | Passport number: |
| **Place of issue:** | |

**Reasonable Adjustments**

If shortlisted, do you require any reasonable adjustments to be made to enable you to attend an interview?

|  |
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**Criminal convictions**

Please give details of any criminal conviction you have had, excluding any ‘spent’ under the Rehabilitation of Offenders Act 1974.

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DBS

Are you willing to undergo a DBS check? YES / NO

**Declaration**

I confirm that the information I have given on this form is correct and understand that misleading statements may be sufficient grounds for cancelling any subsequent agreements made.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Thank you for taking the time to complete this application.**