**APPLICATION FORM**

**The first three pages of this form will be removed by the Human Resources Department and will not be seen by those short listing.**

**Please do not put your name on any other pages.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Applied For** |       | **Job Reference**  |       |
| **Candidate Reference****(office use only)** |  |

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |       | **Forename(s)** |       |
|  |  |  |  |
| **Address** |       | **Telephone** |       |
|  |       |  |  |
|  |       | **Mobile** |       |
|  |       |  |  |
| **Postcode** |       | **Email** |       |

**If you supply an email address then we will assume that all written correspondence will be conducted via email.**

Do you have the legal right to work in the UK?

(We will require evidence of the right to work in the UK prior to commencement of employment)

**DECLARATION**

The information I shall provide on this form, is accurate and I understand that the Liverpool & Merseyside Theatres Trust Ltd may terminate my employment, without notice, should I knowingly mislead during the recruitment process.

**Data Protection:** I agree to the Liverpool & Merseyside Theatres Trust Ltd using the personal data contained in this form, or information which may be obtained from me or other sources, for the purpose of dealing with my application for this employment.

Signed:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please type name if submitting electronically)

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

|  |  |
| --- | --- |
| **Candidate Reference Number** |  |

**REFEREES**

Please give the name of two people who can be contacted for references, one of whom should be your current/most recent employer, indicating at which stage of the process they may be contacted.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |       |  | **Relationship to Applicant** |
|  |  |  |
| **Address** |       |  |       |
|  |       |  |
| **Postcode** |       |  |
|  |  |  |
| **Email** |       |  |
|  |  |  |
| **Telephone** |       |  |
|  |  |  |
| **May be contacted** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |       |  | **Relationship to Applicant** |
|  |  |  |
| **Address** |       |  |       |
|  |       |  |
| **Postcode** |       |  |
|  |  |  |
| **Email** |       |  |
|  |  |  |
| **Telephone** |       |  |
|  |  |  |
| **May be contacted** |  |  |

EQUAL OPPORTUNITIES MONITORING

Liverpool Everyman and Playhouse seeks to be an Equal Opportunities employer and strives to ensure that in its provision of services in general, and as an employer, in particular, it will offer equality of opportunity for all persons regardless of race, colour, ethnic or national origin, disability, sex, religion, marital status or social background.

In order to ensure that we can monitor implementation of this policy, employees are requested to complete this form. The information given will be anonymously retained by the Administration Dept. for monitoring purposes and associated record keeping only in line with the Data Protection Act 1998. This information will not form part of any personal file and will be treated on a private and confidential basis.

Job applied for:

Please indicate your gender:

Male [ ]  Female [ ]

Please indicate your age:

0 – 16 years [ ]  16 - 19 years [ ]

20 - 24 years [ ]  25 – 29 years [ ]

30 – 34 years [ ]  35 – 39 years [ ]

40 – 44 years [ ]  45 – 49 years [ ]

50 – 54 years [ ]  55 – 59 years [ ]

60 – 64 years [ ]  65 and over [ ]

Please indicate your ethnic origin:

(These are the ethnicities specified by our major funding bodies)

African [ ]  Black Other [ ]  Nigerian [ ]  White & Black African [ ]

Asian British [ ]  Caribbean [ ]  Pakistani [ ]  White & Black Caribbean [ ]

Asian Other [ ]  Chinese [ ]  Somali [ ]  White Irish [ ]

Bangladeshi [ ]  Indian [ ]  White & Asian [ ]  White Other [ ]

Black British [ ]  Mixed Other [ ]  White British [ ]  Yemen [ ]

Other Ethnic Minorities [ ]

The Equality and Human Rights Commission defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. For further information, please see the Commission website ([www.equalityhumanrights.com](http://www.equalityhumanrights.com)).

Do you consider yourself to have a disability?

Yes [ ]

No [ ]

If selected for interview, do you require any assistance or adjustments to enable you to attend?

Yes [ ]

No [ ]

Please do not hesitate to call a member of the recruitment team, in confidence, if you would like to discuss this further with us, on 0151 708 3700, or via recruitment@everymanplayhouse.com

How did you find out about this post?

How did you hear about this vacancy?

Thank you for taking the time to complete this form.

**Do not write your name on this page**

|  |  |
| --- | --- |
| **Candidate Reference Number** |  |

**EDUCATION and TRAINING**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Qualifications Obtained** |  |
| **From** |       |       |
| **To** |       |
| **From** |       |       |
| **To** |       |
| **From** |       |       |
| **To** |       |
| **From** |       |       |
| **To** |       |

*Please continue on a separate sheet if necessary*

**Other Training Events Attended or Qualifications Achieved:**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Training Provider** | **Qualifications Obtained** |
| **From** |       |       |       |
| **To** |       |
| **From** |       |       |       |
| **To** |       |
| **From** |       |       |       |
| **To** |       |
| **From** |       |       |       |
| **To** |       |

*Please continue on a separate sheet if necessary*

**Do not write your name on this page**

|  |  |
| --- | --- |
| **Candidate Reference Number** |  |

**CURRENT / PREVIOUS EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Employer** | **Post Held** | **Summary of Duties** |
| **From** |  |  |  |  |
| **To** |  |
| **From** |  |  |  |  |
| **To** |  |
| **From** |  |  |  |  |
| **To** |  |
| **From** |  |  |  |  |
| **To** |  |
| **From** |  |  |  |  |
| **To** |  |

*Please continue on a separate sheet if necessary*

**Do not write your name on this page**

|  |  |
| --- | --- |
| **Candidate Reference Number** |  |

**SUPPORTING STATEMENT**

With reference to the job description and person specification, please use this space to tell us your reasons for applying for the post; how your experience and skills support your application and any other information you believe is relevant. **You should demonstrate clearly how, and to what extent, you meet each element of the specification.** Please do not include any supplementary material (such as a CV) as this will not be considered as part of your application. Use no more than 2 pages to complete your response.

Please continue on a separate sheet if necessary

**Do not write your name on this page**

**EQUAL OPPORTUNITIES POLICY**

The Liverpool and Merseyside Theatres Trust aims to be fully aware of the historical, cultural and social experiences of many individuals and groups.

The Company aims to reflect the cultural diversity of the communities it works with.

We select employees on their abilities and aim to ensure that no employee, patron or potential employee is discriminated against on the ground of race, colour, ethnic origin, gender, sexual orientation, marital status, age, disability or religious beliefs.

The Company aims to make its work fully accessible for as wide an audience as possible.

This policy statement embraces all full-time, part-time, permanent, casual and temporary employees and any person who acts on behalf of the Company.

The Company will not tolerate discrimination against any staff by fellow employees, or persons appointed to the service of the Company.

The Company led by the Board is committed to Equal Opportunity practice and to making this policy fully effective.

**RESPONSIBILITY AND MONITORING**

It is the duty of all employees to accept a personal responsibility for the practical application of the policy, but, at the same time, the company acknowledges that specific responsibilities fall upon the Board, management, supervisory staff and individuals professionally involved in recruitment and employee administration.

The Company includes any employee whether full or part time, or on temporary employment or who acts on behalf of the Company.

Advice and support from relevant professional national and local organizations will be sought from time to time as necessary.

Through monitoring, the current Policy and practice will be regularly examined for effectiveness and changes made as necessary.

**RECRUITMENT AND SELECTION**

As posts become vacant the Head of Department concerned will review the area of work in conjunction with the Executive Director.

Where a job description already exists it will be reviewed in light of the vacancy and to ensure that it contains no indirect discrimination. Any changes are to be agreed by the Executive Director. Candidates for interview will receive copies of job descriptions and information on the Company.

The person specification will provide objective criteria relating to the attributes, skills and experience required to do the job.

Depending upon the skills required for the job, recruitment shall be aimed at as wide a group of suitably qualified and experienced people as possible and each candidate will be considered on his/her merits, experience and suitability for the post.

The Company aims to encourage applications from and training opportunities for people from under-represented groups in the community.

All job applicants will be sent a copy of the Job Descriptions, Person Specification, Equal Opportunities Policy, Child Protection Policy where relevant, and information about the Company in an appropriate format where costs allow.

All job applicants will be sent an Equal Opportunities Monitoring form which, when returned, will be detached from the application and will not be available for the persons preparing the shortlist.

Where appropriate and possible, selection panels will include a balance of gender and ethnic dimension.

All those involved in the interviewing procedure will be made fully aware of the Company’s Equal Opportunities Policy.

Recruitment procedures shall be regularly monitored and modified to ensure that individuals are selected on the basis of their merits, experience and suitability for the post.

DECLARATION – The Rehabilitation of Offenders Act (1974) requires that people applying for positions which give them ‘substantial, unsupervised access on a sustained and regular basis’ to children under the age of 18 years MUST declare all previous convictions which are then subject to police checks. An applicant in this category can only be offered a job subject to a successful police check. This includes potential employees, volunteers and self employed people such as practitioners. They should also be required to declare any cases pending against them. Applicants should be reassured that any information will be treated in confidence and will not be used against them unfairly.

Disclosure and Barring Service – When an applicant has been selected who will be required to work with young or vulnerable people, an application for an Enhanced check from the Disclosure and Barring Service will be made and must be received by the organization before their appointment can be confirmed. Details on this procedure can be obtained from the Administrator.

**ADVERTISING**

Advertising will be drafted by the Administrator.

Where direct promotion occurs within one department, only the subsequent vacancy need be advertised. Direct internal promotion is subject to an interview and the agreement of the Executive Director.

All vacancies at Head of Department level will be advertised in the appropriate publications and will not be available as direct promotion.

Apart from direct internal promotion it is the general principle of the Liverpool and Merseyside Theatres Trust to advertise all vacant posts (with the exception of temporary and casual staff unless it is necessary). Notice of vacancies will be advertised on the Company notice boards.

**TRAINING FOR EQUAL OPPORTUNITIES**

The Company will provide information to ensure all staff are aware of the Equal Opportunities Policy and to enable those who are involved in the recruitment and selection of staff to be more effective.

Training shall be provided to all staff to ensure their awareness and understanding of this Policy in relation to specific responsibilities of their work.

If an existing employee is unable to perform his/her job satisfactorily due to serious illness or disability, the Company will examine ways of retaining the employee where possible and appropriate - each case being dealt with individually.

**AUDIENCE**

The Company strives in its programming policy to produce a programme of work that will appeal to and serve as many sections of the community as possible.

The Company will strive to devise policies to bring new audiences to the theatres and make it possible for all members of the community to have full access to its work.

The Company aims to provide access information detailing the range of services the theatre provides for disabled people.

**GRIEVANCES**

Should an employee consider that they are suffering from unequal treatment within the scope of this policy they will be entitled to raise the matter via the Company’s Grievance Procedure.

Any job applicant who believes that s/he has been treated inequitably within the scope of this policy should write to the Finance and HR Director who will investigate the complaint.