**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** |       |  |
|  |  |  |
| **When may we****contact them?** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |       |  | **Relationship to Applicant** |
|  |  |  |
| **Address** |       |  |       |
|  |       |  |
| **Postcode** |       |  |
|  |  |  |
| **Email** |       |  |
|  |  |  |
| **Telephone** |       |  |
|  |  |  |
| **When may we****contact them?** |  |  |

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 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

Please use the space below to tell us about your previous cleaning experience.

Please use the space below to tell us about your ability to work to an agreed schedule of work without direct supervision (due to split site operation), and to work as a member of a team.

Please use the space below to tell us about your timekeeping and attendance; your ability to work early morning hours, between 6.00am & 10.00am,; and your availability to cover extra hours when required, between 11am & 6pm, to meet the demands of the buildings’ activities. Please let us know which days you would be available to work.

**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. We are committed to eliminating discrimination and encouraging diversity amongst our workforce. Our objective is to create a working environment in which there is no unlawful discrimination and all decisions are based on merit.

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

EQUALITY IN LMTT

The Company aims to make its work fully accessible for as wide an audience as possible and to reflect the cultural

diversity of the communities it works with, and we select employees on their abilities and aim to ensure that no employee, patron or potential employee is discriminated against on the ground of the criteria set out in the Equality Act (2010). Discrimination is unlawful when it takes place on one of the following grounds (the protected characteristics):-

• age

• disability

• gender re-assignment

• marriage and civil partnership

• pregnancy and maternity

• race

• religion or belief

• sex

• sexual orientation

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

Discrimination can take a number of forms:

• Direct discrimination is when someone is treated worse than someone else just because of a protected characteristic.

• It is also direct discrimination when someone is treated worse than someone else because they associate with someone with a protected characteristic or because they are perceived to have a protected characteristic.

• Indirect discrimination is when an apparently neutral practice or requirement disproportionately disadvantages one group and cannot be justified by the needs of the business. (For example, imposing a requirement that job applicants must speak fluent English disproportionately disadvantages non-English groups and would be unlawful unless it could be justified on genuine business grounds.)

• It is also discrimination when a disabled person is treated unfavourably because of something connected to their disability and this cannot be justified by the needs of the business or when the business fails to make reasonable adjustments for a disabled person.

We will make adjustments to accommodate disabled employees where possible and reasonable. For example, we can provide extra equipment or support, we can re-arrange duties and we can make changes to our premises in appropriate case. If you think you may have a disability, you are encouraged to tell the business about this so that we can explore what adjustments might be appropriate.

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.

We will ask job applicants, employees, and contractors for information about some of their protected characteristics. We do this to help us to:

• establish whether our equality policy is effective in practice;

• analyse the effect of other policies and practices on different groups;

• highlight possible inequalities and where appropriate investigate their underlying causes;

• take action where we think it is needed to address problems or reduce disparities.

We collect this information anonymously and we will use it only for monitoring purposes and not for any other purpose. We will protect the confidentiality of the information given to us.

Some examples of the type of monitoring we may carry out are as follows:

• how many people with particular characteristics apply for each job, are shortlisted and recruited;

• how many people in the workforce have a particular protected characteristic and the levels within the organisation that they are employed at, their length of service and their resignation rates and patterns;

• the protected characteristics of staff attending training;

• the satisfaction levels of staff with a particular protected characteristic;

• the protected characteristics of employees using the grievance or bullying and harassment procedures.

3.4 RECRUITMENT AND SELECTION

We aim to ensure that job requirements and job selection criteria are clear and based only what is required to get the job done effectively. We will avoid making stereotypical assumptions based on protected characteristics about who is able to do a particular job.

We aim to ensure that no job applicant is placed at a disadvantage by practices or requirements which disproportionately disadvantage protected groups and which are not justified by the demands of the job.

For all jobs, we will draw up a clear and accurate job description and person specification to ensure that we remain focused on what the job involves and the skills, experience and qualifications which are relevant and necessary 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.

Shortlisting for interview will be done by two people using a pre-agreed marking system that is applied fairly and consistently to all applicants. If we hold interviews, we will try to ensure that more than one person conducts them to ensure that we avoid unintentional bias. Where appropriate and possible, selection panels will include a balance of gender and ethnic dimension. We will not ask for personal or irrelevant information on application forms or in interviews. We will focus instead on whether someone has the relevant skills, qualities and experience to do the job. As posts become vacant the Head of Department concerned will review the area of work in conjunction with the Administration Department.

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 with the Administration Department. Candidates for interview will receive copies of job descriptions and information on the Company.

The Company aims to encourage applications from and training opportunities for people from under-represented groups in the community. For some recruitment and promotion exercises we may take positive action to address under-representation in our workforce by encouraging applications from people from certain under-represented groups. For example, we may target our advertising towards particular groups, we might hold open days, work shadowing opportunities targeted at particular groups or we might provide training for particular groups to prepare them for promotion. However, we will ultimately make recruitment and promotion decisions on merit and not on the basis of protected characteristics.

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 and agreed with the Communications and Sales Department.

All advertisements will carry wording stating that the Liverpool Everyman and Playhouse is striving to be an equal opportunities employer.

It is the general principle of the Liverpool and Merseyside Theatres Trust and Liverpool and Everyman Trading Ltd. to advertise all vacant posts. 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.

You must not discriminate against any of our visitors, audience members, customers or suppliers. Equally, we expect our visitors, audience members, customers and suppliers not to discriminate against you and we will take appropriate action against any found to have done so.

GRIEVANCES

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

Allegations of potential breaches of this policy will be treated seriously. Employees and contractors who make such allegations in good faith will not be victimised or treated less favourably as a result. However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under our disciplinary procedure.

WORKING CONDITIONS AND TERMS OF EMPLOYMENT

We will try to accommodate cultural or religious practices such as prayer or dietary requirements where we reasonably can.

We aim to ensure that our terms of employment, benefits, facilities and policies are free from unlawful discrimination. We will review our benefits and facilities regularly to ensure that they are available to all employees/contractors who should have access to them and that there are no unlawful obstacles to accessing them.

We will ensure that decisions made under our disciplinary, grievance, performance improvement and attendance management policies are carried out fairly and without discrimination.

We aim to ensure that our pay systems are transparent, fair and free from discrimination.

Termination of Employment

We will ensure that we avoid discrimination in making decisions about dismissal or redundancy.

Where possible, we will ensure that any manager’s decision to dismiss an employee is endorsed by the Administration

Department. We will encourage leavers to give feedback about their employment in exit interviews.

Your rights and responsibilities

You have the right not to experience unlawful discrimination in our workplace. You also have a responsibility to understand this policy and help us to implement it.

All employees have a duty not to discriminate against each other and not to help anyone else do so.

What will happen if you act in a discriminatory way?

If, after investigation, we decide that you have acted in breach of this policy you may be subject to disciplinary action up to and including dismissal. This applies to the most senior levels of management as well as to all other employees.

Policy review and promotion

We will promote and publicize our Equality Policy as widely as possible, and will review it on a regular basis.