

**APPLICATION FORM**

**The first four 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  Prefer to self describe  Self-description

Female  Non binary  Prefer not to say

**Is your gender identity the same as the sex you were assigned at birth?**

Yes

No

Prefer not to say

**Please indicate your age:**

0 - 19 years  20 - 34 years

35 - 49 years  50 – 64 years

65 and over  Prefer not to say

**Please indicate your ethnic origin:**

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

|  |  |  |
| --- | --- | --- |
| Asian/Asian British | Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Chinese |  |
| Any other Asian background |  |
|  |  |  |
| Black/Black British | African |  |
| Caribbean |  |
| Any other Black/African/Caribbean background |  |
|  |  |  |
| Mixed | White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Any other Mixed/Multiple ethnic background |  |
|  |  |  |
| White | British |  |
| Irish |  |
| Gypsy or Irish Traveller |  |
| Any other White background  Prefer not to say |  |

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 be disabled?**

Yes

No

Prefer not to say

**If yes, how would you describe your disability?**

|  |  |
| --- | --- |
| Visual impairment |  |
| Hearing impairment/Deaf |  |
| Physical disabilities |  |
| Cognitive or learning disabilities |  |
| Mental health condition |  |
| Other long term/chronic conditions |  |
| Prefer not to say |  |

**Please indicate your sexual orientation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bisexual | | | |  |
| Gay Man |  |  |  |  |
| Gay Woman/Lesbian | | |  |  |
| Heterosexual/Straight | | |  |  |
| Prefer not to say | |  |  |  |

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](mailto:recruitment@everymanplayhouse.com)

How did you hear about this vacancy?

Thank you for taking the time to complete this form.

A summary of our Equal Opportunities Policy can be found on our website at <https://www.everymanplayhouse.com/jobs>

**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**