



office use
only

APPLICATION FORM

The application form is in two sections. We cannot consider applications that have not been signed. E-mail applications are acceptable if supported by a signed hard copy original.

PLEASE TYPE OR HANDWRITE IN BLACK INK

Completed applications should be addressed to: **Personnel Havering Theatre Trust Limited** The Queen's Theatre Billet Lane Hornchurch Essex RM11 1QT marked **CONFIDENTIAL** with the title of the post applied for. Please ensure the correct postage is attached as we cannot accept late applications.

Applications by e-mail should be sent to personnel@queens-theatre.co.uk. A signed copy must be sent in addition

SECTION A

PERSONAL INFORMATION

Post applied for: Assistant Dance Tutor

Surname: _____

Previous name
(if appropriate): _____

First Name(s): _____

Preferred Title: MR / MRS / MISS / MS

National Insurance Number: _____

Date of Birth: _____

Address: _____

Postcode: _____

Home Telephone Number: _____

Mobile Number: _____

Email: _____



Please give the names and addresses of two referees, one of which should be your present or a past employer.

	First Referee	Second Referee
name		
capacity in which known		
address		
telephone		
email		

We may need to take up references before shortlisting candidates for interview. May we take up a reference from your present employer in this case?

YES/NO

What period of notice is required by your present employer? _____

If you have a health problem or disability which is relevant to your application, please give details here:

Have you ever been convicted of a criminal offence? YES/NO

If yes, please give details:

EQUAL OPPORTUNITIES

All applicants for employment are treated equally and the most suitable persons are appointed without regard to race, ethnic origin, nationality, gender, disability, age, religion, sexual orientation, marital or parental status, political belief or socio-economic group. Please complete and return the monitoring form with your application.

ACKNOWLEDGEMENT OF APPLICATION

Applications accompanied by a stamped, self-addressed envelope will receive an acknowledgement of receipt.

CANVASSING

Canvassing of any member of the Havering Theatre Trust directly or indirectly for any appointment in the Trust's service will disqualify the candidate for the appointment.

Now please sign and date this section of the form.

signed _____ date _____

APPLICATION FORM



EQUAL OPPORTUNITIES MONITORING FORM

Havering Theatre Trust Limited strives to be an equal opportunities employer. Please help us to monitor equal opportunities by providing the following confidential information on ethnic origin and disability. The information is confidential and the information you have provided will be used for statistical monitoring purposes.

Position Applied for: Assistant Dance Tutor

Ethnic Origin:

- White British
- White Irish
- Other White (please state).....

- Mixed – White & Black Caribbean
- Mixed – White & Black African
- Mixed – White & Asian
- Other Mixed (please state)

- Indian
- Pakistani
- Bangladeshi
- Other Asian (please state)
- Black Caribbean
- Black African
- Other Black (please state)

- Chinese
 - Other (please state)

(‘Other’ means people whose origins do not fall into any of the above groups or who chose to select a different grouping)

Do you consider you have a disability as defined by the Disability Discrimination Act (1995)?

- YES
- NO

Please indicate the nature of your disability and outline any adjustments to the work place that you may need to assist you for the purpose of your role here:



EQUAL OPPORTUNITIES MONITORING FORM (Continued)

Are you male or female?

- MALE
- FEMALE

What is your age range?

- 16-19
- 20-29
- 30-39
- 40-49
- 50-59
- 60+ years

What is your religion or belief?

- No religion
- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Prefer not to say

What is your sexual orientation?

- Heterosexual
- Gay
- Lesbian
- Bisexual
- Transgender
- Other
- Prefer not to say

Please tell us where you saw this job advertised:

- Queen's Theatre website
- Stagejobspro
- other (please state) _____



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APPLICATION FORM Post applied for: Assistant Dance Tutor

SECTION B – SKILLS AND EXPERIENCE

PLEASE TYPE OR HANDWRITE IN BLACK INK

Employment History

Present Employer: -----

Address: -----

Postcode: -----

Present Position Held: -----

Date of Appointment: -----

Current Salary: -----

Please list your previous appointments in chronological order with dates.

Post occupied: Employer: From: To:



Personal Statement

Please use this space to demonstrate your suitability for the post with particular reference to the job description and person specification. If necessary, please continue on a separate sheet. Please do NOT paste your CV here.



Education history and Qualifications

Please list in chronological order with dates:

School/College:

From:

To:

Qualifications