**Capital Theatres**

**Application for Employment**

**(Confidential)**

Please complete all shaded areas of the application form using black ink, written clearly or typed. Incomplete forms may not be considered for selection.

|  |  |
| --- | --- |
| Which position are you applying for? |  |

|  |  |
| --- | --- |
| Surname |  |
| Initials |  |
| Address  *including postcode* |  |
| Phone number/s |  |
| email |  |

**Your current or most recent employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | | |
| Position |  | | |
| Start date |  | Finish date |  |
| Current salary |  | Notice period |  |
| Reason for leaving |  | | |
| Briefly describe the work that you do and the responsibilities you hold |  | | |

**Your previous employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job title | Start/finish dates | Employer’s name and address | Leaving salary | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Your education**

|  |  |  |  |
| --- | --- | --- | --- |
| Place of study or professional body | Subject studied | Attainment or result | Date achieved |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Vocational training, learning or development relevant to this post**

|  |  |  |
| --- | --- | --- |
| Course | Details | Date achieved |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Membership of professional bodies/associations relevant to this application**

|  |  |
| --- | --- |
| Membership | Date achieved |
|  |  |
|  |  |
|  |  |

**Names and contacts for two referees**

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Phone |  |  |
| email |  |  |
| Relationship  (friend, employer, etc) |  |  |

Referees will not be approached unless the job is offered. Employment is always subject to references being satisfactory to Capital Theatres.

**Information that will assist your application**

*Please briefly detail why you are applying for this post. Include your relevant skills and experience. You may reference paid and/or voluntary jobs.* ***Please*** *do not fill more than one page of A4 at font size 11.5.*

|  |
| --- |
|  |

**Additional information**

|  |
| --- |
| **Criminal convictions**.  Please give details of any criminal convictions, except any considered to be spent under the Rehabilitation of Offenders Act. If none, please write none |
|  |
| **Eligibility to work**.  Are you legally entitled to work in the UK? If no, please give details. |
| yes / no |
| **Where did you hear about this vacancy?**  Please give name of publication or address of website, #twitter, etc., or word of mouth |
|  |
| **Data Protection**  The information that you have supplied in this application will be used to process this job application. We will keep the information confidential and not divulge it to third parties, except where required by law. In signing this declaration, you are agreeing that we may use and process this information for the purpose of this application or future employment.  For successful candidates, personal data will be retained and held during employment and for a period dictated by legislation after you leave. Information from unsuccessful candidates will be kept for a period of 6 months so that we may, if appropriate, advise you of any suitable future vacancies. After this period your records will be securely destroyed. |

**Declaration**

I hereby confirm that, to the best of my knowledge, the information given here is correct. I understand that false or misleading information could lead to the withdrawal of any offer or, in extreme cases after appointment, to dismissal.

|  |  |
| --- | --- |
| Name  (*PRINT initials and surname only)* |  |
| Signature  (for electronic submission - typing your name here will be taken as confirmation) |  |
| Date |  |

Once you have completed this form please send it to: -

HR Department, Capital Theatres, 13-29 Nicolson Street, Edinburgh, EH8 9FT.

You can submit the form electronically to [recruitment@capitaltheatres.com](mailto:recruitment@capitaltheatres.com)

Now please complete the Equal Opportunities Monitoring form.