

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?	
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Surname	
Initials	
Address	
<i>including postcode</i>	
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 (<i>PRINT initials and surname only</i>)	
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

Now please complete the Equal Opportunities Monitoring form.