

APPLICATION FORM

CONFIDENTIAL

**Director of Finance & Operations**

Applications are welcome from all who believe they fit the essential requirements of the job. They may be made in any format you feel most comfortable with (eg large print). When using an alternative format please use the same headings.

*Note: To ensure that all applications are considered equally, we won’t make the details you provide on these first two pages available to the shortlisting panel. The information you provide will be treated as confidential and will only be seen by relevant staff and Board members.*

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| **PERSONAL DETAILS** | |
| Surname |  |
| Forenames |  |
| Address including postcode | |
|  | |
| Telephone |  |
| Email address |  |

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| **ACCESS**  *If you identify as Deaf or disabled and your application meets the minimum criteria for the post, we will offer you a guaranteed interview. If invited to an interview, we would like you to feel comfortable and well supported throughout. Please provide as much information as you can regarding any specific requirements:* |

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| **RIGHT TO WORK IN THE UK**  Please confirm that you have the right to work in this country have a UK National Insurance Number YES NO  *The Immigration, Asylum and Nationality Act 2006 requires employers to establish a person's eligibility to work in the UK and compliance with any restrictions.*  Do you require a work permit to work in this country? YES NO  If yes, please provide details: |
| **CRIMINAL RECORD**  Have you ever been convicted of a criminal offence which is not yet spent under the provisions of the Rehabilitation of Offenders Act 1974? YES NO  Are you facing any criminal prosecutions? YES NO  If yes, please provide details:  *Failure to disclose any previous criminal convictions against you could result in dismissal or other disciplinary action. Any information given, either when returning your application form or at interview will be entirely confidential and will be considered only in relation to this application. Please note that any convictions listed here will not automatically bar you from employment with the company.* |

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| REFERENCES Please give the names, addresses and telephone numbers of two people who may be approached for a reference. One of them should be your present or last employer. The other should be an independent professional rather than a personal friend. | |
| Name | Name |
| Position | Position |
| Company | Company |
| Address | Address |
|  |  |
|  |  |
| Email | Email |
| Telephone | Telephone |
| Are you happy for us to take up this reference before the interview? YES / NO | Are you happy for us to take up this reference before the interview? YES / NO |

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| **DECLARATION**  I confirm that the information given on this form is true and correct to the best of my knowledge. I consent to Theatre Alibi checking any of the details on this form. I understand that the supply of inaccurate or incorrect information, or omission of any material information from this application form, may result in the withdrawal of any offer of employment, or termination of employment.  Signed Date  If applying by e-mail your signature will be required on this application form if you are invited for an interview. |

Director of Finance & Operations

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Please complete all sections of the form - LEGIBLY IN BLACK INK OR TYPE. If there is insufficient room and you are filling in the form by hand, simply attach an extra sheet of paper.

*Data Protection: By providing the information contained within this application form, you are consenting to its use for the purpose of processing and assessing your application, assessing your performance in the future (should your application be successful) and monitoring the efficiency of our recruitment and other employment procedures. We reserve the right to validate all information entered on this form. If your application is unsuccessful, your details will be retained for six months. All data is held securely in accordance with the General Data Protection Regulation (GDPR) 2018.*

Where did you hear about this position?

Will you be available for interview on 27th & 28th of January and 2 February?

If offered this post, when would you be able to take it up?

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| **CURRENT OR MOST RECENT EMPLOYMENT** | | | |
| Job Title |  | | |
| Employer’s Name |  | | |
| Employer’s Address |  | | |
|  | | |
| Brief description of duties and responsibilities |  | | |
| Start date |  | Leaving date or notice required |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYMENT HISTORY** | | | |
| Job Title |  | | |
| Employer’s Name |  | | |
| Employer’s Address |  | | |
|  | | |
| Brief outline of duties and responsibilities |  | | |
| Start date |  | End date |  |
| Job Title |  | | |
| Employer’s Name |  | | |
| Employer’s Address |  | | |
|  | | |
| Brief outline of duties and responsibilities |  | | |
| Start date |  | End date |  |
| Job Title |  | | |
| Employer’s Name |  | | |
| Employer’s Address |  | | |
|  | | |
| Brief outline of duties and responsibilities |  | | |
| Start date |  | End date |  |

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| **RELEVANT VOLUNTARY WORK**  Please include dates, details of the organisation and your role within it |
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| **EDUCATION AND TRAINING**  Please include any relevant training, which may not necessarily have led to a qualification. | | |
| Primary/Secondary/Tertiary (you do not need to name) | Dates attended | Courses attended / Exams taken / Professional Qualifications (include grades) |
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| **PERSONAL STATEMENT**  Please use this section to state your **reasons for applying for this post**.  We’d like to know about skills and experience you have gained through any paid or voluntary work, through your studies, or through your leisure activities, which are **relevant** **to this post**, and which you believe makes you suitable for the post. Have a look at the **person specification and the job description** to refer back to the criteria, as this is what will be used when shortlisting your application. |
| **cont.** |

Thank you for completing this application. Please send your completed application form to [mary@theatrealibi.co.uk](mailto:mary@theatrealibi.co.uk) as either a .doc or .pdf file. Alternatively you can return it via post marked Confidential to Mary Attewell, Theatre Alibi, Emmanuel Hall, Emmanuel Road, Exeter EX4 1EJ.

***Please could you also complete the Equal Opportunities Monitoring survey, here:*** [***https://www.surveymonkey.co.uk/r/B7L765H***](https://www.surveymonkey.co.uk/r/B7L765H) ***- It is completely anonymous and helps with reporting to our funders.***