# Shape  Description automatically generated with medium confidence

# **Application Form**

Dear Applicant

Thank you for your interest in the post of **Learning & Engagement Co-ordinator**. Please apply using the following Application Form, CVs alone will not be considered. Please see accompanying job description and person specification before applying.

All sections including the attached equal opportunities monitoring form must be completed by applicants and returned by the deadline. If you do not have enough room for your answers, you may continue on a separate sheet.

Once you have completed the Application Form, please email to: **info@synergytheatreproject.co.uk**

**The deadline for applications is midday on Friday 4 August 2023**. Any application forms received after the deadline will not be considered.

If you require the Application Form and details in a different format, e.g. Large Print, or if you have any medical conditions or a disability in relation to any adjustments you may need us to make to enable you to participate in the recruitment process (interviews) contact Synergy on the email above.

After the deadline, we will select candidates for interview using only the information and evidence provided in the Application Form, assessing how they meet the criteria set out in the Person Specification and Job Description

Good luck with your application and we look forward to hearing from you.

With best wishes

Synergy Theatre Project

*All personal details contained on this top sheet are removed before shortlisting. Therefore, please do not add your name to any other sheets.*

|  |  |
| --- | --- |
| Post Applied for: | Learning & Engagement Co-ordinator |

# **Personal Details**

|  |  |
| --- | --- |
| Preferred title(e.g. Mr., Mrs., Ms,) |       |
| First Name: |       |
| Surname: |       |
| Address: |       |
| Telephone |       |
| Mobile  |       |
| E-Mail  |       |

Do you require a work permit to work in the UK? *(Double click to ‘Check’ the relevant box)* Yes [ ]  No [ ]

(Asylum & Immigration Act 1996)

**Referees**

Please supply the names, full postal address and telephone numbers of two people who can give you a reference.

|  |  |  |  |
| --- | --- | --- | --- |
| Name:  |       | Name :  |       |
| Job Title: |       | Job Title:  |       |
| Address |       | Address:  |       |
| Phone:  |       | Phone:  |       |
| E-mail:  |       | E-mail:  |       |

May we approach this person May we approach this person

before the offer of the post? Yes [ ]  No [ ]  before the offer of the post? Yes [ ]  No [ ]

If you are in employment how long is your notice period?       weeks

Signed:       Date:

# **Educational and Qualifications**

Starting with the most recent, please give details of your education and qualifications.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  | Establishment | Course | Qualification |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

Please detail any additional vocational qualifications you may have, and/or relevant training courses you have attended

# **Current or Most Recent Employment**

Name of Organisation

Post or Job Title

Start date

Current salary £

Leaving date, if not currently working

Please give a brief outline of your responsibilities

What is/was your reason for leaving or seeking other work?

# **Previous Employment**

Please give details of any further employment experience you may have had with the most recent first the organisation/s you have worked for in full and/or part time employment including relevant voluntary or unpaid work.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates:  | Name and address of organisation:  | Job Title and salary: | Main responsibilities:  | Reason for leaving: |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

## Personal Statement

Drawing on your knowledge, experience, skills and abilities, please explain how you meet each point on the person specification. You should take this opportunity to give examples of your work and transferable skills from your life to demonstrate your suitability for this job. Use a **maximum of** one, single-sided A4 continuation sheet**,** if necessary.

|  |
| --- |
|  |

# **Monitoring Form for Equal Opportunity**

Synergy Theatre Project collects statistical data on those who work with the company. This form is not used as a part of the recruitment and selection process, but is removed on receipt and used for statistics only.

*Please double click the relevant boxes below to check and indicate your answer*

# 1. How do you define your gender: [ ]  Female [ ]  Male [ ]  Trans [ ]  Non-binary

#  [ ]  Prefer not to say

# 2. Ethnic Background

The following descriptions are based on those recommended by the Commission for Racial Equality.

Please choose the words that best suit you to describe your ethnic background.

Black: British [ ]  African [ ]  Caribbean [ ]  Other [ ]  (please specify)

East Asian [ ]  Chinese [ ]  South Asian [ ]  Bangladeshi [ ]  Indian [ ]  Pakistani [ ]

White: English [ ]  Scottish [ ]  Welsh [ ]  Irish [ ]  Other [ ] (please specify)

Mixed Heritage [ ]

Any other background [ ] (please specify)

If you have any other comments regarding your ethnic origin, please write them here:

3. My age range is:

[ ]  16 – 24

[ ]  25 – 29

 [ ]  30 – 34

[ ]  35 – 39

 [ ]  40 – ­65

4. Sexual Orientation [ ]  Bisexual [ ]  Gay [ ]  Heterosexual / Straight [ ]  Prefer not to say

# 5. Disability We are working to implement the Disability Discrimination Act, which defines disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability? [ ]  Yes [ ]  No

# 6.Where did you hear about this job?

Please tick as appropriate:

Synergy Theatre Project website/social media [ ]  Word of mouth [ ]  Other (please specify) [ ]