

## Slow Theatre Company Freelance Application Form

<b>Post applied for</b>	
<b>First name</b>	
<b>Surname</b>	
<b>Address</b>	
<b>Tel no</b>	
<b>Email address</b>	

**Do you hold a valid driving licence for use in the UK? Yes / No**

**Do you have any points on your driving licence? Yes / No If yes, please state reason:**

.....

<b>Name of employment &amp; address, (most current first - we must be able to see 10 years of employment)</b>	<b>Job title &amp; brief description of duties</b>	<b>Dates of employment</b>	<b>Reason for leaving</b>

**Breaks in employment history**

**Voluntary positions and work**

**Education and Qualifications**

Educational establishment	Name of course/qualifications	Dates	Grades achieved

**Other relevant training**

**It is important that you provide evidence in this section of how you meet the criteria set out in the person specification.** *Tell us about things which you have been responsible for or involved in, what you have achieved. Include examples from paid or unpaid work or activities you have undertaken in your personal life that are relevant to the job you are applying for. Also indicate here about why you want the job and anything else you wish to say.*

## References

Please give the names and addresses of two people who would be willing to supply a reference for you. Where possible both of these should be your two most recent employers, or if you have not worked before, please use your school or college teacher/tutor. If this is not possible a suitable alternative would be a previous employer, business associate or leader/organiser of a voluntary organisation. Please do not include friends or relatives.

### Reference 1

<b>Name</b>	
<b>Organisation</b>	
<b>Occupation</b>	
<b>How do they know you?</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>Can we contact before interview?</b>	

### Reference 2

<b>Name</b>	
<b>Organisation</b>	
<b>Occupation</b>	
<b>How do they know you?</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>Can we contact before interview?</b>	

**Disclosure of criminal convictions and Rehabilitation of Offenders Act 1974**

The appointment of any freelancer who may have contact with, or access to children or vulnerable adults, will be subject to the receipt of a satisfactory disclosure from the Disclosure and Barring Service. The presence of a criminal record will not necessarily prevent employment with Slow Theatre Company. Please make the following declaration and tick the appropriate box.

- I have nothing to declare.
- I have information to declare and I have attached a sealed envelope containing details.

**Arrangements for people with disabilities**

If you have a disability and have demonstrated in your supporting information that you meet the minimum (essential) criteria for the vacancy you will be invited for interview.

We will make reasonable adjustments to the recruitment and selection process (and to the job for successful candidates) if you let us know what your requirements are.

**Do you have a disability?    Yes / No**

*(For definition of disability please see the Recruitment Monitoring Form)*

**Are there any special facilities you would like us to provide to help you attend or participate in an interview, or to perform this job? Yes / No    If Yes, please give details, you may attach further details :**

**Asylum and Immigration Act 1996, Do you need a Work Permit or Worker Registration Certificate to work in the UK?    Yes / No**

*Further information for overseas and non-British applicants can be found online*

**Declaration**

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise Slow Theatre Company to make any appropriate checks which may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form, could make an offer of employment invalid or lead to termination of employment.

**Signed: ..... Full Name:**

.....

Date: .....

The information supplied on this form is strictly confidential and does not form part of your application. This page will be removed from your application form and the information will not be taken into account when making the appointment. The information you provide will be handled and stored in accordance with the Data Protection Act 1998

**Recruitment Monitoring Form**

The information supplied on this form is strictly confidential and does not form part of your application. This page will be removed from your application form and the information will not be taken into account when making the appointment.

The information you provide will be handled and stored in accordance with the Data Protection Act 1998. STC welcomes applications for employment from all sections of the community. It is a fundamental principle of our policies that all people are equally valued regardless of their gender, age, disability, race, ethnic origin, language, religion or sexual orientation. The aim of our policies is to ensure that STC practices do not allow unfair discrimination and to promote equality of opportunity for all. To help us meet this commitment, we hope that you will assist us in monitoring the recruitment process by completing this form. Only by collecting the information provided on this form can we progressively assess our performance and identify where improvements should be made.

*You can at any point leave empty*

<b>How do you class your ethnic Origin</b>	
<b>Do you have a disability?</b> <i>The Equality Act 2010 defines you as being a disabled person if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.</i>	