

Application form

BUXTON OPERA HOUSE
& PAVILION ARTS CENTRE

Position applied for

Please help us by telling us how you heard of this vacancy:

Personal details

First name:

.....

Last name:

.....

Address:

.....

Postcode:

.....

Email:

.....

Tel (home):

Tel (work):

Mobile:

.....

Education and training

Please include secondary and tertiary education, along with any professional and vocational training courses attended.

School/College/University/Organisation	Examinations Taken/Courses Attended	Grade Attained
--	-------------------------------------	----------------

.....

.....

.....

.....

.....

.....

.....

.....

.....

Evidence of qualifications may be required in the event of an offer of employment being made.

Membership of Professional Associations or Trade Bodies

Name of Association	Membership Grade	Was membership by examination?
---------------------	------------------	--------------------------------

.....

.....

.....

.....

.....

.....

Present (or most recent) employer

Name of employer:

Address of employer:

Telephone number:

Type of business: Job title:

Date commenced: Date of leaving: (if applicable)

Reason for leaving: (if applicable)

Present/final wage/salary: Other benefits:

Notice required:

Brief summary of duties and responsibilities in the above post:

Employment history

Please list all previous jobs (and any gaps in your employment history – you may be asked to discuss these at interview) in chronological order, starting with the earliest.

Name and address of employer:

Job title and brief summary of duties:

Salary: Length of time in post/gap in employment: Years Months

Reason for leaving:

Name and address of employer:

Job title and brief summary of duties:

Salary: Length of time in post/gap in employment: Years Months

Reason for leaving:

Name and address of employer:

Job title and brief summary of duties:

Salary: Length of time in post/gap in employment: Years Months

Reason for leaving:

Name and address of employer:

Job title and brief summary of duties:

Salary: Length of time in post/gap in employment: Years Months

Reason for leaving:

Additional information

Please provide further information in support of your application, your reasons for applying for this post and how your skills, experience and personal qualities relate to the Job Description and Candidate Profile. Please continue on an additional sheet if necessary.

CVs may be included with your application, but not as a replacement for this section.

Please indicate your sports, hobbies or any other interests:

Personal Health

The appointment may be subject to medical clearance.

Have you had any medical condition which might affect your ability to carry out the responsibilities of this post or which has been a factor in previous employment?

Yes No

If yes, please give details below:

How many sick days have you had in the last 2 years and why?

Would you be willing to complete a medical questionnaire if required and agree to us approaching your GP and/or your medical consultant?

Yes No

Character enquiry

Rehabilitation of offenders act 1974 as amended and police act 1997.

Have you ever been convicted of a criminal offence which under the provisions of the above Acts are not spent?

Yes No

Have you ever been charged with any offence which is still pending?

Yes No

Are you an un-discharged bankrupt?

Yes No

If the answer to any of the above questions is "Yes", please give full details below:

Do you hold a current driving licence? Yes No

Type of licence: Full Provisional

Do you have any penalty points? Yes No

References

Please give the names of two people, one of whom should be your current or most recent line manager, who are able to provide references relating to your work experience (if applicable), character and suitability for the post.

1.

Name: _____ Position: _____

Address: _____

Telephone: _____

Relationship to yourself: _____

2.

Name: _____ Position: _____

Address: _____

Telephone: _____

Relationship to yourself: _____

Are you willing for your present employer to be approached before interview?

Yes No

Do your referees know you by any other name, such as your maiden name?

Yes No If "Yes", please tell us your name: _____

Declaration

I am legally entitled to work in the United Kingdom.

To the best of my knowledge and belief the information given in this application is accurate. I understand that if I deliberately give false information which is discovered at a later date, my contract of employment could be terminated immediately.

Signature: _____ Date: _____

Thank you for your interest in this post. There will be no written acknowledgment of receipt of your application, unless a stamped addressed envelope is enclosed for this purpose.

Please return your completed Application Form, together with the Equal Opportunities Monitoring Form to:

Buxton Opera House
5 The Square
Buxton
SK17 6AZ

Equal opportunities monitoring form

High Peak Theatre Trust is an equal opportunities employer. To avoid the possibility of discrimination this form will not be made available at any stage in the recruitment process to the short-listing or interview panel.

The Trust will be pleased to consider applications from candidates with disabilities who meet the requirements of the Candidate Profile. Representatives of the company are happy to discuss any potential access issues that might arise from working in our venues or offices. If you may need us to make a reasonable adjustment to the working environment, please provide details on an additional sheet.

1. General details

Surname: _____

Other names in full: _____

Post applied for: _____

Date of birth: _____

Please tick the appropriate boxes below:

2. Gender

Male Female

3. Disability

Do you consider yourself to be a disabled person as defined by The Disability Discrimination Act 1995?

Yes No

If "Yes", please give full details below:

4. Ethnic origin

I would describe my ethnic origin as:

White <input type="checkbox"/>	Irish <input type="checkbox"/>	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>
Black-African <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>	Black-Other <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
Chinese <input type="checkbox"/>	Other <input type="checkbox"/>		

5.

Are you related to, or have any connection with an employee or board member from High Peak Theatre Trust?

Yes No

If "Yes", please give full details below: