**PLEASE COMPLETE ALL SECTIONS   
OF THE APPLICATION FORM.**

**PLEASE TYPE OR WRITE**

**CLEARLY IN BLACK INK.**

**IF YOU REQUIRE THIS FORM IN A DIFFERENT FORMAT PLEASE CONTACT** [**recruitment@royalexchange.co.uk**](mailto:recruitment@royalexchange.co.uk) **or**

**0161 615 6723.**

**A CURRICULUM VITAE & OTHER RELEVANT INFORMATION WILL ONLY BE CONSIDERED ALONGSIDE THE COMPLETED FORM.**

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| **POST APPLIED FOR** |  |

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| **PERSONAL DETAILS** | | | | |
| Name |  | | Title |  |
| Preferred pronouns |  | | | |
| Address |  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | Postcode |  | |
| Contact number(s) |  | | | |
| Email address |  | | | |

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| **REASONS FOR APPLYING** (please say what interests you about the role)-**400 words max for this whole section.** |
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| **ESSENTIAL CRITERIA.** Please explain why you think your skills and experience match the essential criteria listed in the job description (and give examples if you can). You do not have to write in full sentences. We are very happy to accept bullet points. |
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| **DESRIABLE CRITERIA** – If applicable, please tell us here if you meet any of the Desirable criteria, or write down anything else you’d like to tell us. |
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| **PRESENT EMPLOYMENT - if applicable** | | | | | |
| Name  & address  of employer |  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | Postcode | |  |
| Job title |  | | | | |
| Start date in post |  | Notice period | |  | |
| Reason for leaving |  | | | | |
| Briefly outline your main duties and responsibilities (if not in paid employment, please give  a brief outline of your current position). | | | | | |
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| **PREVIOUS EMPLOYMENT** (please list in date order your employment and other relevant work experience - which may include voluntary work - giving dates, post, employer, an indication of main duties and your reasons for leaving - continue on a separate sheet if necessary). |
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| **QUALIFICATIONS & TRAINING** (please give details of your education, qualifications and training relevant to the application - continue on a separate sheet if necessary). |
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| **DO YOU REQUIRE ANY ADAPTATIONS TO PARTICIPATE FAIRLY IN THE RECRUITMENT PROCESS?** (Any information you provide here will not form part of the shortlisting process.) |
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| **DO YOU CONSIDER YOURSELF TO BE DEAF/DISABLED OR HAVE A LONG-TERM MEDICAL CONDITION?** |
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| **REFERENCES - please tick**  **the box if you do not**  **want your referee to be**  **contacted prior**  **to interview.** | Referee one must be your current or most recent employer, or if you have not been in paid employment the head of your training establishment and/or a representative of a voluntary organisation with which you have been involved. | |
| Referee One | Name |  |
| Position |  |
| Address |  |
|  |
|  |
|  |
| Telephone |  |
| Email |  |
| Relationship to you |  | |

|  |  |  |
| --- | --- | --- |
| Referee Two | Name |  |
| Position |  |
| Address |  |
|  |
|  |
|  |
| Telephone |  |
| Email |  |
| Relationship to you |  | |

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| **HOW DID YOU HEAR ABOUT THIS VACANCY?** |
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| **PRIVACY NOTICE** |
| At the Royal Exchange Theatre, your personal privacy is important to us. Under EU GDPR regulations, we collect and process personal data in order to administer your application.  If you would like more information in relation to how we collect, store, manage, process, and protect your personal information, please visit our website using the following link: <https://www.royalexchange.co.uk/privacy-notice> . |

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| **DECLARATION** | | | |
| I declare that the information contained in this application is correct to the best of my knowledge and understand that any false statement, or omission, may result in my application being withdrawn or my appointment being terminated. Initially this information will be used for all purposes relating to the selection process and may be disclosed to those members of the Royal Exchange Theatre who have a need to see it. For the successful candidate, the information will form part of their confidential, personal record. In the case of unsuccessful candidates, the data will be destroyed after six months. | | | |
| **SIGNED** |  | **DATE** |  |

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| **EMAIL COMPLETED FORM TO:** |
| recruitment@royalexchange.co.uk |