# ACTION TRANSPORT THEATRE

# APPLICATION FORM

**Executive Director**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Names** | | Surname | |
| **Professional name**  (if applicable) | |  | |
| **Address** | | **Telephone**  **(Daytime)**  **(Evening)** | |
| **Education and Training** | |  | |
| **School, College, etc.** | **From** | **To** | **Qualifications gained** |
| **Membership of professional organisations** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment History** | | | |
| **Current Employer**  **(Name, address, telephone, and nature of business e.g. Touring Company)** | **From** | **To** | **Job Title**  **(Please state reason for leaving)** |
| **Notice required** |  |  |  |
| **Previous employers and voluntary work**  **(Name, address and nature of business)**  **Continue on separate sheet if necessary.** | **From** | **To** | **Job Title**  **(Please state reason for leaving)** |

|  |  |
| --- | --- |
| **In reference to the person specification, please answer the following questions:**   * 1. ***Why you consider yourself to be a suitable candidate for this role.***   2. ***How you would approach working with the company in order for it to meet its ambitions.***   **Continue on another sheet if necessary. Please also provide a current CV.** | |
| **Referees**  Please give details of two referees – one should be your current or last employer. | |
| **Name** | **Name** |
| **Address** | **Address** |
| **Telephone** | **Telephone** |
| **Relationship**  (E.g. employer) | **Relationship**  (E.g. employer) |
| **Can we contact this person without your prior permission?** Yes / No | **Can we contact this person without your prior permission?** Yes / No |
| **Interests and Hobbies** |  |
| **Previous convictions**  **You are advised that this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act (UK Wide) (1974) (Exceptions) Order 1975, as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 (UK Wide). You should declare all convictions (including ‘spent’ convictions) by filling in the declaration form attached and if appointed also advise Action Transport Theatre Company of any convictions incurred by you after completion of this form. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.** | |
| **Declaration**  **I can confirm that all of the information contained in this application, to the best of my knowledge, is true and accurate.**  **Signed**  **Date** | |

**Please return to: Karen Parry, General Manager**

**By post: Action Transport Theatre,**

**Whitby Hall, Stanney Lane, Ellesmere Port, Cheshire, CH65 9AE**

**Or email:** [**karen@actiontransporttheatre.org**](mailto:karen@actiontransporttheatre.org)

The closing date for receipt of completed applications is **Monday 16th September 2019**.

Shortlisted candidates will be contacted by phone or email by end of **Tuesday 17th September** and will be invited to an interview **on Friday 4th October** at Whitby Hall. **Please note, if you are interested in applying but cannot make these dates, you are welcome to let us know and we will try to accommodate you where possible.**

ATT is committed to diversity across all areas of its work and as an Equal Opportunity employer we encourage applications from all sections of society. We are particularly interested in hearing from people from BAME backgrounds and those with a disability. As part of this process we guarantee to interview all candidates who identify as such, who meet the essential criteria.

**Equal Opportunities Monitoring Form**

**This form will be held securely and confidentially**

Action Transport Theatre has an equal opportunities policy with the intention of ensuring that no prospective or actual employee receives less favourable treatment on the grounds of gender, marital status, social class, colour, race, ethnic origin, creed, disability, sexual orientation or age, or is disadvantaged by any condition or requirement which cannot be shown to be justified.

Action Transport Theatre is committed to monitoring its employment practice, in order to ensure that it is making job opportunities available to all areas of the community.

To assist us in this task we would be grateful if you would complete the following questions:

Post Applied For **Executive Director**

1. **Gender**

|  |  |
| --- | --- |
| Male |  |
| Female |  |
| Other- please detail |  |
| Prefer not to answer |  |

1. **Age**

|  |  |
| --- | --- |
| 16-19 |  |
| 20-24 |  |
| 25-39 |  |
| 40-49 |  |
| 50-59 |  |
| 60-65 |  |
| 65+ |  |

1. **Disability**

|  |  |
| --- | --- |
| Non-disabled |  |
| Visual impairment / Blind |  |
| Hearing impairment / Deaf |  |
| Physical disabilities |  |
| Cognitive or learning disabilities |  |
| Mental Health condition |  |
| Invisible Disabilities |  |
| Other long-term chronic conditions |  |
| Not known/ Prefer not to answer |  |

1. **Dependants**

Do you have dependants? Dependants might include children, the elderly, or other people who rely on you for care.

Yes 🞏 No 🞏

1. **Sexual Orientation**

|  |  |
| --- | --- |
| Bisexual |  |
| Gay Men |  |
| Gay woman/ lesbian |  |
| Heterosexual/ Straight |  |
| Not known/ Prefer not to answer |  |

1. **Ethnicity**

Please tick the ethnic category that best represents you. As you make your decision, please think about what ethnic group means to you, that is, how you see yourself. Your ethnicity is a mixture of culture, religion, skin colour, language and the origins of yourself and your family. It is not the same as nationality.

|  |  |
| --- | --- |
| English/Welsh/Scottish/Northern Irish/British |  |
| Irish |  |
| Gypsy or Irish Traveller |  |
| Any other white background |  |
| White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Any other Mixed/Multiple ethnic background |  |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Chinese |  |
| Any other Asian background |  |
| African |  |
| Caribbean |  |
| Any other Black/African/Caribbean background |  |
| Arab |  |
| Any other ethnic group – please detail |  |
| Not know/ Prefer not to answer |  |

Where did you hear about the post? ……………………………….

Signed (if you wish to) ……………………………………

Name (if you wish to) …………………………………….

Date ……………………………..

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We will not be using this form as part of the recruitment process, but will use the information to monitor the applications received after an appointment has been made.