



Application for casual role

Please use this form to apply for any of the casual front of house roles at the ADC Theatre, including Bar Staff, Box Office Assistant, Front of House Support, Corpus Playroom Duty Manager and ADC Duty Manager.

Position applied for	
Department	ADC Theatre

PERSONAL DETAILS

Title	Mr / Mrs / Ms / Miss / Dr / Other:										
Given name(s)											
Family name											
Current address											
Post code											
Primary telephone											
Secondary telephone											
E-mail address											
Immigration status	Are you a settled worker (i.e. do you have the permanent right to work in the UK – for example as a British or EEA citizen)? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, do you already have temporary permission to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify your visa type and visa end date:										
UK National Insurance number (where held)	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										

We offer this application form in alternative formats which can be provided by the department to which you are applying.

EDUCATION, QUALIFICATIONS & TRAINING

Education below degree level

We do not need full details of your GCSEs and A-Levels (or equivalent qualifications). Please give your total number of GCSEs and A-Levels (or equivalents) at grades A*-C.

Please use the Other details section of the table to give any other information which is relevant, for example, if you have a GCSE or A-Level in a subject that is relevant to this job, if you have AS-Levels or if you have overseas qualifications.

The total number of GCSEs (or equivalent) I have at Grade A* to C is	
The total number of A-Levels (or equivalent) I have at Grade A* to C is	
Other details of education below degree level	

Education at or above Degree Level and Training

Starting with the most recent, please give details of your education at or above degree level and any training which is relevant to your application. We may ask you to produce qualification certificates if we ask you to come to an interview.

Subject	Qualification level (if applicable)	Grade (if applicable)	Place of learning	Start date	End date

Professional Body Membership

Please give details of any professional body membership which you hold.

Professional body	
Membership level	
Start date	

CAREER HISTORY

Starting with the present, please give details of your full career history. As well as employment, please include any periods of voluntary work, travel, career breaks and unemployment. If you have worked for the University before, we may ask the relevant department about your employment record.

Start date	End date	Employer	Job title and key responsibilities	Reason for leaving or notice period (where applicable)

SUITABILITY FOR THE ROLE

Please review the requirements of the role and provide evidence of how you meet these, using specific examples. It is often helpful to deal with each requirement under a separate heading. Please do not change the font size used below or type more than three sides (or write more than the equivalent by hand).

REFERENCES

Please provide details of two people (not relatives or friends) who will each provide an employer's reference. One of these referees must be your current or most recent employer. If you do not have a current or recent employer, please provide details of your lecturer/course tutor/unpaid work employer etc.

First reference

Name	
Position	
Address:	
Telephone number	
E-mail address	
May we contact this referee during the recruitment process and before any offer of employment has been made to you?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Second reference

Name	
Position	
Address	
Telephone number	
E-mail address:	
May we contact this referee during the recruitment process and before any offer of employment has been made to you?	Yes <input type="checkbox"/> No <input type="checkbox"/>

REQUEST FOR REASONABLE ADJUSTMENTS TO THE SELECTION PROCESS

We welcome applications from individuals with disabilities and are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

If you wish to do so, please enter any reasonable adjustments connected with a disability which you require to be made to the selection process in the box below. If, however, you would prefer to discuss any special arrangements with us, please contact the ADC Theatre recruitment team on recruitment@adctheatre.com or by telephoning the Administration Office on 01223 359547.

APPLICANT DECLARATION & DATA CONSENT

The information you have provided will be used to process your application. It will not be passed to third parties or used for other purposes. If you are successful, we will keep your application form. If you are unsuccessful, we will destroy it twelve months after this vacancy closes¹. Security procedures are in place for protecting your data in accordance with the principles of the Data Protection Act 1998. Your details may be stored electronically in a password-protected system and/or as paper copies in secure storage. Please read the statements below and then sign and date to confirm your acceptance of them.

- I have read the above, and I understand and accept how the University will use and store my personal data.
- I confirm that the information I have given in this application for employment form and any supporting documents is correct and complete.
- I understand that failure to disclose any relevant information or the provision of false information may lead to dismissal / withdrawal of any offer of employment made to me.
- I understand that the University may check all or any of the information provided as part of my application or given in references.
- I understand that an appointment, if offered, will be subject to the receipt of references, and the outcome of any relevant pre-employment checks, which the University regards as satisfactory.

Signature _____ Date _____

¹ Except if the person appointed to the post is a migrant sponsored under the UK's points-based immigration system, when we would be required to retain the applications of all candidates shortlisted for final interview for one year or until a UK Visas and Immigration compliance officer has examined and approved them, whichever is the longer period.