

Application Form - Confidential

Please complete the application form clearly in black ink or type.

Please complete all sections of the form. Only applications made on the form are accepted, we do not accept CVs alone, though you may attach a CV to a completed form to give additional information. The form should be returned, by email, to Andy.Crooks@thelittletheatre.co.uk



1. Job Details	
Job Title:	
Where did you see this job advertised?	

2. Personal Details			
Preferred Title			
Surname / Family Name			
Forenames			
		Nationality	
Do you require a work permit?		National Insurance No.	

Work permits: A work permit is not required to employ a person who is a national of a country which is a member of the European Union (EU) or a national of another European Economic Area (EEA) country. In certain circumstances it may not be necessary to obtain a work permit for a non-EU/EEA national, e.g. where permanent UK resident status has been granted by the Home Office or where the passport has been endorsed with a visa which places no restriction on employment within the UK.

Home Address:			
Post Code			

E-mail address			
Home Tel No.			
Mobile Tel No.			
Day-time Tel No.			

Office Use	Application No.		
Date Received		Date Acknowledged	

Leicester Drama
Society Limited

The Little Theatre,
Dover Street, Leicester,
LE1 6PW

Registered in England,
Company No.268828

Registered Charity
No.214249

3. Education Details

Dates: From / To	Place of Study	Qualifications (with Grades)	Date expected or gained

4. Other Qualifications

Please list any other qualifications including membership of professional societies or associations

5. Present or Most Recent Employment**Employer's Name and Address:****Dates employed, including month and year****Title of Job****Brief outline of duties****Please state your current / last salary****Notice required**

6. Career History			
Dates: From / To	Employer's Name & Address	Title of Job	Brief description of duties

7. Training		
Course Title and Content	Organising Body	Date Attended

8. Other Information in support of your Application

This is an important section of the application form. Selection for interview will be made on how well you demonstrate you meet the criteria in the person specification and job description. You may wish to give an example (or two) from your present or most recent job or from voluntary work that show you have the necessary knowledge / skill / experience. Please continue on an additional sheet if necessary.

9. References	<i>Please provide the names and contact details of three referees.</i>
<i>One referee must be your present or most recent employer. If you are currently self-employed you may use a client as a referee. We will approach referees before we interview you.</i>	
<i>Please tick the box below if you wish to be consulted before a referee is contacted.</i>	

<input type="checkbox"/>	Name		Position:	
Address			Tel No.	
			E-mail	
<input type="checkbox"/>	Name		Position:	
Address			Tel No.	
			E-mail	
<input type="checkbox"/>	Name		Position:	
Address			Tel No.	
			E-mail	

10. Sickness Absence
<i>Please state the number of days sickness absence you have had in the last two years.</i>
<i>If you wish you may give brief details.</i>

11. Protection of Children & Vulnerable Adults / Criminal Convictions

Disclosure is a process run by the Criminal Records Bureau to help organisations make more informed recruitment decisions about the suitability of those seeking to work in positions of trust, particularly for work including regular contact with children or other vulnerable members of society. If a Disclosure is required a criminal record will not necessarily be a bar to obtaining a position and Disclosure information will not be used unfairly.

Has any Social Service Department or Police Service ever conducted an enquiry or investigation into any allegations or concerns that you may pose an actual or potential risk to children or vulnerable adults?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been convicted of any offence relating to children or vulnerable adults?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been the subject of any disciplinary procedure or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

12. Confirmation of Details

I confirm that all the information given in this application is correct to the best of my knowledge, that all the questions related to me have been fully answered and that I am in possession of the qualifications I claim to hold. I understand that any omission or misrepresentation may render me liable to dismissal should I be employed. I give my permission for Leicester Drama Society Ltd. to record, process and validate my personal information and sensitive personal data in line with the Data Protection Act 1998 and all other legislative provisions. My consent is conditional upon Leicester Drama Society Ltd. complying with its legal duties and obligations relating to the recording and use of this information.

Signature:		Date:	
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The completed application form and Equal Opportunities form should be returned by email to:

Andy Crooks,
Chairman, Leicester Drama Society Ltd.
Andy.Crooks@thelittletheatre.co.uk