**Application Form: Box Office Assistant**

**Closing date: 24th March 2017**

**Interviews will be held: week commencing 27th March**

**Please send your application to**

**Recruitment, Oldham Coliseum Theatre, Fairbottom Street, Oldham, OL1 3SW**

**Or email to recruitment@coliseum.org.uk**

**Please complete this form in black ink or type, providing information relevant to the position you are applying for.** **Do not attach a CV or covering letter (unless specifically requested), as it will not be taken into consideration.**

**Please note that applications received after the closing date will not be considered.**

|  |  |
| --- | --- |
| **1. Personal Information** | |
| **Full Name** |  |
| **What do you like to be called** |  |
| **Address** |  |
| **Telephone number (home)** |  |
| **Telephone number (mobile)** |  |
| **Email address** |  |
| **Are you related to a member of the Board of Oldham Coliseum** | YES □ NO □ (tick as applicable)  If yes, please give their name and position |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Name of current or most recent employer** | | | | | |
| **Name of current or most recent employer** | |  | | | |
| **Address** | |  | | | |
| **Job title** | |  | | | |
| **Name and job title of person responsible to** | |  | | | |
| **Start date** | |  | | **End date** | |
| **Present salary** | |  | | | |
| **Notice required** | |  | | | |
| **Please list the top 5 priority duties and responsibilities for the above post:** | | | | | |
| If this is not your present employment please state when you left and why | | | | | |
| **3. Previous Employment** (List the most recent first, include paid, casual and voluntary work experience. Please explain any gaps in employment.) | | | | | |
| **Date from** | **Date to** | | **Name of employer and nature of business** | | **Job title and brief description of duties** |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |

|  |  |  |
| --- | --- | --- |
| **4. Education, qualifications and relevant training**  (Please list any relevant education/further education & other training including dates, course and qualification, starting with the most recent first). | | |
| **Name and address of School/College/University** | **Dates of attendance** | **Subject/Qualifications gained** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **5. Membership of organisations and professional bodies**  (Please list any relevant professional bodies or organisations to which you belong or are a member). | | |
| **6. About you**   * With your application pack, you were sent a job description detailing essential requirements of the position. * In order to complete this section please study the job description and give evidence of how your knowledge, skills and experience to date meet the essential requirements of the job description. * This is your opportunity to sell yourself. (please continue on a separate sheet if necessary) | | |
|  | | |

|  |  |
| --- | --- |
| **7. References (these will only be contacted once an offer has been made)** | |
| **First referee (current or most recent employer):** | **Second referee:** |
| Name: | Name: |
| In what capacity do you know the referee: | In what capacity do you know the referee: |
| Company name: | Company name: |
| Company address: | Company address: |
| Telephone number: | Telephone number: |
| Email address: | Email address: |

|  |  |
| --- | --- |
| **Do you require a permit to work in the UK?** | **If yes, do you have one?** |
| YES □ NO □ | YES □ NO □ |

|  |
| --- |
| **Have you ever been convicted of a criminal offence?** (declaration subject to the Rehabilitation of Offenders Act 1974) |
| YES □ NO □ |
| If yes please specify: |
| **Do you have any criminal charges pending?** |
| YES □ NO □ |
| If yes please specify: |

**If you wish you can add any comments relating to the above and your suitability for employment. At interview stage, an open discussion will take place on the subject of any offences that might be relevant to the position. Failure to disclose or reveal information that is directly relevant could lead to the withdrawal of an offer of employment if an appointment is to be made.**

**Declaration**

To the best of my knowledge and belief the information I have given above is correct. I understand that my application will be disqualified, or, after my appointment disciplinary action taken, if I have knowingly given false information.

|  |
| --- |
| Signed: Date: |

**If you would like confirmation of receipt of your application, prior to short listing please include a SAE.**

|  |
| --- |
| **Please tell us about any adjustments we may need to take to assist at interview:** |

**EQUAL OPPORTUNITIES MONITORING FORM**

1. The Coliseum Theatre is committed to an Equal Opportunities policy and to ensuring the equality of opportunity and the elimination of discrimination on the grounds of a person’s sex, marital status, age, creed, colour, race, national origin, class, sexual orientation and physical disability.
2. We aim to ensure that no job applicant receives less favourable treatment on any of the above grounds, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable.
3. To ensure that our Equal Opportunities policy is achieving its aims, it must be monitored, for this to be effective it is necessary to classify all job applicants according to their ethnic origin, sex and disability. The records can then be used to establish whether any group is under represented in certain areas and, if appropriate, take action.
4. The information collected is confidential. The monitoring form will be separated on arrival and only assessed anonymously. It will not affect your application. Once an appointment has been made the data given on this form will be stored on a computer in an anonymous format and the form will then be destroyed.

**CLASSIFICATION BY ETHNIC ORIGIN**

The Commission for Racial Equality recommends classification by a combination of colour and ethnic origin, with the divisions used on the form.

|  |  |  |  |
| --- | --- | --- | --- |
| **I would describe my ethnic origin as**: ***please tick the appropriate box*** | | | |
| Black Caribbean | 🞎 | Bangladeshi | 🞎 |
| Black African | 🞎 | Other Asian | 🞎 |
| Indian | 🞎 | Chinese | 🞎 |
| Pakistani | 🞎 | White | 🞎 |
| Other (please specify) 🞎 | | | |

**DISABILITY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Are you registered disabled or would you describe yourself as disabled in any way?** | | | |
| YES | 🞎 | NO | 🞎 |
| You do not need to give any further details but if you wish to, please do so in the space opposite. | |  | |

**GENDER**

|  |  |  |  |
| --- | --- | --- | --- |
| MALE | 🞎 | FEMALE | 🞎 |

**AGE**

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your age?** | | | |
| 24 and under | 🞎 | 25 to 34 | 🞎 |
| 35 to 44 | 🞎 | 45 to 54 | 🞎 |
| 55 to 64 | 🞎 | 65 or above | 🞎 |

**GENERAL**

|  |  |
| --- | --- |
| Where did you hear about this vacancy? |  |
| Is there anywhere else you think we should publicise our vacancies? |  |

**Box Office Assistant**