**Application Form: Executive Director – confidential – personal information will be separated from the application**

**Closing date: 9th March 2018**

**Interviews will be held: Week commencing 19th March 2018**

**Please send your application to**

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

**Or email to** [**recruitment@coliseum.org.uk**](mailto: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.**

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| **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 |

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| **Do you have the legal right to work in the UK?** | YES □ NO □ |

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| **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.**

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| For Admin use: |

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| **1. About you**  What attracts you to the role of Executive Director at the Oldham Coliseum and why do you feel you have the necessary skills and experience to succeed in the role and to lead the theatre through its next exciting phase of development? |
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| For Admin use: |

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| 1. **Name of current or most recent employer** | | | | | |
| **Name of current or most recent employer** | |  | | | |
| **Address** | |  | | | |
| **Job title** | |  | | | |
| **Start date** | |  | | **End date** | |
| **Present salary** | |  | | | |
| **Notice required** | |  | | | |
| **Please outline your achievements in the role:** | | | | | |
| If this is not your present employment please state when you left and why. | | | | | |
| **3. Previous Employment** **for the last 10 years** | | | | | |
| **Date from** | **Date to** | | **Name of employer and nature of business** | | **Role** |
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| **4. Education, qualifications and relevant training**  (Please list any relevant education/further education and other training). | |
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| **5. Membership of organisations and professional bodies**  (Please list any relevant professional bodies or organisations to which you belong or are a member). | |
| **6. 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: | |

**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.

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| Signed: Date: |

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

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

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**Equal Opportunities Monitoring Form**

Oldham Coliseum Theatre is committed to providing equal opportunities for everyone regardless of their gender identity, marital status, ethnicity, disability, age, class, sexual orientation or background.

For us to effectively monitor our objectives as an Equal Opportunities employer, please provide the information requested below. All information is anonymous and confidential and processed separately.

If you would like a copy of our Equal Opportunities Policy or if you would like to discuss any of the requested information below, please get in touch with our Admin team on: [mail@coliseum.org.uk](mailto:mail@coliseum.org.uk) or 0161 624 1731.

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| --- | --- | --- | --- |
| Ethnic Origin | | | |
| Bangladeshi | 🞎 | Black African | 🞎 |
| Black Caribbean | 🞎 | Chinese | 🞎 |
| Indian | 🞎 | Mixed race | 🞎 |
| Other Asian | 🞎 | Pakistani | 🞎 |
| White | 🞎 |  | |
| Other (please specify) | | | 🞎 |

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| Disability or Health Condition | | | |
| I do not have a disability | 🞎 | Visual impairment/blind | 🞎 |
| Hearing Impairment/ deaf | 🞎 | Physical impairment | 🞎 |
| Chronic health condition | 🞎 | Cognitive or learning disability | 🞎 |
| Mental health condition | 🞎 | Prefer not to say | 🞎 |
| Other (please specify) | | | 🞎 |

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| Identifying Gender | | | |
| Female | 🞎 | Male | 🞎 |
| Non-binary | 🞎 | Prefer not to say | 🞎 |

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| --- | --- | --- | --- |
| Age | | | |
| 24 and under | 🞎 | 25 to 34 | 🞎 |
| 35 to 44 | 🞎 | 45 to 54 | 🞎 |
| 55 to 64 | 🞎 | 65 or above | 🞎 |

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| Sexual Orientation | | | |
| Heterosexual/straight | 🞎 | Gay/lesbian | 🞎 |
| Bi-sexual | 🞎 | Other | 🞎 |
| Prefer not to say | 🞎 |  |  |

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| Where did you hear about this opportunity? |  |

**EXECUTIVE DIRECTOR**