|  |
| --- |
| **Post Applying For:**  **Learning and Participation Coordinator** |
| Please complete all relevant parts of this form clearly in type or dark ink and use additional sheets if necessary. Do not write on the reverse of any page.  Please send completed applications by : **Wednesday 29 January 2020**  **Theatre Royal Stratford East, Gerry Raffles Square, Stratford, London E15 1BN**  [recruitment@stratfordeast.com](mailto:recruitment@stratfordeast.com) |
| **A. Personal Details**  Title:  Full name:  Address:  Home Telephone:  Work Telephone:  Mobile Telephone:  Email: |
| **B. Employment**  **i) Present or most recent employment**  Name of Employer:  Address of Employer:  Nature of business:  Post held:  Date started: Date finished (if applicable):  Salary: per annum  Notice required:  Brief description of duties: |
| **ii) Previous employment (please list most recent first). *Please note we do not accept CVs***  *Please continue on a separate sheet if necessary.* |
| **C. Education, Training, Qualifications and/or other relevant experience**  Please include any voluntary work relevant to this position. |
| **D. Other Interests/Hobbies** |
| **E. Access Requirements**  Do you have any access requirements for the recruitment process, (e.g. interpreters, information in different formats, etc)? (please tick)    If yes, what assistance can the Theatre Royal Stratford East provide to meet your access requirements should you be called to interview? |
| **F. Work Permit**  Do you require a work permit? (YES/NO)  Staff who require permission to work in the United Kingdom will be required to submit the appropriate proof. Documentary evidence should not be sent with application forms but candidates will be advised if and when it is required. Failure to submit documentary evidence when requested will result in delay in appointment. |
| **G. Supporting Statement**  Please state why you want this particular post and highlight the skills and experience that you could contribute. Take this opportunity to address how you specifically meet the job and candidate specifications for this position – giving specific examples as appropriate.  *Please continue on a separate sheet if necessary.* |
| **H. References**  Please give the contact details of two referees.  Name:  Position:  Organisation:  Address:  Telephone:  Email:  Name:  Position:  Organisation:  Address:  Telephone:  Email:  **Please tick this box if you do not wish your current employer to be approached for a reference unless an offer of employment is to be made.** | |
| I agree that the above information is correct  Signature**:**  Date: | |