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| **Post Applying For:**  **MARKETING ASSISTANT** |
| 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: **12 noon, Monday 08 March 2021**  **All applications should be emailed to:** [recruitment@stratfordeast.com](mailto:recruitment@stratfordeast.com) |
| Access requirements for the application process  We want to make this application process as accessible as possible and supply large print applications packs and forms. We will also accept supporting statements in a video format. Please see the supporting statement section for more details.  If you have any specific requirements or would like to discuss any aspect of the role in confidence please contact [recruitment@stratfordeast.com](mailto:recruitment@stratfordeast.com) |

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| **A. Personal Details** |
| Title:  Full name:  Address:  Home Telephone:  Work Telephone:  Mobile Telephone:  Email: |

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| **B. Employment** |
| **Present or most recent employment**  *If you are have more than one job, please list one here, and put other roles in the section below*  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: |
| **Previous employment (please list most recent first). *Please note we do not accept CVs*** |

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| **C. Education, Training, Qualifications and/or other relevant experience**  *Please include any voluntary work relevant to this position* |
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| **D. Other Interests/Hobbies** |
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| **E. Access Requirements**  *Any information you provide here will not form part of the shortlisting process.* |
| **Do you have any access requirements for the recruitment process, (e.g. interpreters, information in different formats, etc.)?**    **If yes, what assistance can the Theatre Royal Stratford East provide to meet your access requirements should you be called to interview?** |

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| **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. |

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| **G. Supporting Statement** |
| **Your statement**  In your supporting statement please talk about why you want this role and demonstrate how you specifically meet the personal specification – giving specific examples as appropriate.  Your supporting statement should no longer than 2 pages long.  We appreciate that some candidates will have needs which mean that it is preferable for them to submit a filmed supporting statement, rather than a written statement. Video statements should be:   * No longer than 5 minutes long, unless longer is needed to meet your access needs * We welcome applications videos in BSL. |
| **Statement:** |

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| **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.** |

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| **Statement** |
| I agree that the above information is correct  Signature**:**  Date: |