

PRIVATE & CONFIDENTIAL

DERRY THEATRE TRUST
Millennium Forum, Newmarket Street, Derry, BT48 6EB

Derry Theatre Trust is committed to equality of employment opportunity and welcomes applications from all suitably qualified applicants regardless of religious belief, political opinion, racial group, gender, age, marital status, sexual orientation and whether or not they possess a disability or have or do not have dependants. In accordance with its Equal Opportunities Policy it particularly welcomes applicants from the Protestant community – all applicants will be considered on merit.

APPLICATION FORM

For the post ofDepartment.....

Please note CV's must not be included as part of your application and if submitted will not be considered. It is therefore important that this form is completed with sufficient information to demonstrate how and to what extent you meet the job requirements. Derry Theatre Trust reserves the right to shortlist only those applicants who appear from the information supplied in the application form to be most suitable in terms of experience, qualifications and the other requirements of the post. Only those shortlisted will be progressed to the next stage of the recruitment process.

PLEASE TYPE OR PRINT IN BLACK INK

| | |
|------------------------|-----------------|
| Surname: | Forenames: |
| Address: | |
| Post Code: | |
| Tel No. (Home): | Tel No. (Work): |
| National Insurance No: | E Mail Address: |

DISABILITY

Under the Disability Discrimination (N.I.) Act 1995 a disabled person is defined as a person with:

"A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out a normal days activities"

Having read this definition, do you consider yourself to have a disability? Yes ☐ No ☐

If yes, please advise if you will require any special arrangements if selected for interview:-

.....

Note: Advice and support may be provided by your local Disablement Employment Advisor. Please contact your local Job Centre for further information.

If you are related to any member or employee of Derry Theatre Trust, please give details:-

Do you have a current driving licence? Yes ☐ No ☐
Do you have access to your own transport? Yes ☐ No ☐
(Please tick as appropriate)

EDUCATION AND TRAINING

Candidates should complete their application form fully. It is important that qualifications are **clearly** listed showing examination body, year of qualification, grade obtained etc. and any other relevant details.

Where more than one part of an examination is required for final qualification in a subject or course of study **all** parts attained must be clearly listed.

If you do not possess the specified qualifications, you should clearly indicate those qualifications which you are claiming are equivalent and on what basis they are equivalent to those specified. Remember, **your application will be shortlisted solely on the basis of information provided by you on the application form**. Members of the selection panel are not permitted to make assumptions about you or take account of any personal knowledge they may have about your qualifications/experience. You should ensure that the application form is completed fully and concisely.

SECONDARY EDUCATION

| Examining Body/ Qualification | Subject (and level) | Grade Result | Year Awarded |
|----------------------------------|---------------------|-----------------|--------------|
| | | | |

FURTHER EDUCATION (Full-time and Part-time)

| Educational Establishment | Qualification Awarded | Subjects/ Units | Grade/ Result | Year Awarded | Exams to be taken and date |
|---------------------------|-----------------------|-----------------|---------------|--------------|----------------------------|
| | | | | | |

PROFESSIONAL QUALIFICATIONS

| Title of Qualification | Date Awarded |
|------------------------|--------------|
| | |

MEMBERSHIP OF PROFESSIONAL BODIES

| Title of Professional Body | Current Membership Status | Date of Registration |
|----------------------------|---------------------------|----------------------|
| | | |

OTHER TRAINING/COURSES

Please provide details of any other relevant courses/training not identified above:-

| |
|--|
| |
|--|

Note: Should you be successful you will be required to produce official original proof of any qualifications/memberships/training which you rely on to support your application.

EMPLOYMENT HISTORY

It is important that you give clear details of your previous work experience, highlighting (by underlining) areas which you believe may be relevant to the post. Please provide full details especially in relation to dates of employment. **All dates should be in the format - date, month, year.**

PRESENT EMPLOYMENT

| Name & Address of Employer | Date of Starting | Position held and outline duties | Salary/Wages | Reason for Leaving |
|----------------------------|------------------|----------------------------------|--------------|--------------------|
| | | | | |

Please state the amount of notice required by your present employer:

PREVIOUS EMPLOYMENT

Please give details of all previous positions held by you since leaving school including vacation, voluntary or part-time work. Start with the most recent positions first.

| Name & Address of Employer | Employment Dates | Position held and outline duties | Salary/Wage | Reason for leaving |
|----------------------------|------------------|----------------------------------|-------------|--------------------|
| | | | | |

Continue on an additional page, if necessary.

EXPERIENCE, SKILLS AND ABILITIES

This application form will be used by a selection panel to decide whether or not to shortlist you to the next stage of the recruitment process. Having read the job description, please give details of your previous experience which you believe is relevant to this post together with any other information in support of your application. Remember, your application will be shortlisted solely on the basis of information provided by you **on the application form**. (Details of any relevant skills, expertise and abilities gained through voluntary work or in the home may be included on this sheet).

EXPERIENCE, SKILLS AND ABILITIES continued.

Please continue on the additional information sheet overleaf, if necessary.

Note:

Derry Theatre Trust complies with the Access NI Code of Practice and a copy is available on request.

A criminal record will not necessarily be a bar to obtaining a position within the Organisation.

An Access NI disclosure will be requested in the event of a successful application.

REFERENCES

Please give the names and addresses of your last two employers. These referees will be requested to comment on your ability to carry out the duties of the post for which you have applied and your honesty. (It should be noted that if you are offered a post, Derry Theatre Trust will require satisfactory references from your former employers for the last three years before confirmation of appointment.)

| | |
|--|---|
| Name: | Name: |
| Address: | Address: |
| | |
| Post Code: Tel No. | Post Code: Tel No. |
| Name of Business/Organisation and Job Title: | Name of Business/Organisation and Job Title: |
| E Mail Address: | E Mail Address: |
| If you were known by another name, please indicate accordingly: | |

If you do not wish your referees to be contacted prior to interview please enter X in this box

☐

INTERVIEW DATES

Please specify any dates on which you would be UNAVAILABLE for interview, if invited:-
.....

Please note that whilst the Trust endeavours to arrange interview/assessment dates suitable for all shortlisted candidates, this may not always be possible.

DECLARATION AND SIGNATURE

I certify that the information I have provided above is true, complete and accurate to the best of my knowledge and I understand that any false or misleading statements or the withholding of any relevant information may render this application null and void, may provide grounds for the withdrawal of any offer of appointment or if appointed, dismissal from the service of the Trust.

I give my consent for Derry Theatre Trust to contact my nominated referees as well as my present and previous employers and in the event of an appointment being offered, to carry out a criminal record check, if deemed necessary.

SIGNED: DATE:

NAME IN CAPITAL LETTERS

This form should be returned with the Equal Opportunities Monitoring Questionnaire in the envelope provided to: The Monitoring Officer, Millennium Forum, 3 Newmarket Street, Derry, BT48 6EB

DERRY THEATRE TRUST

EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE

Derry Theatre Trust is committed to providing equality of opportunity for all job applicants regardless of their religious belief, political opinion, racial group, gender, age, marital status, sexual orientation and whether or not they possess a disability or have dependants or do not have dependants.

In order to ensure that its equal opportunities policy is being implemented effectively, the Trust monitors all employees and job applicants. In order to assist this process, all applicants are therefore requested to complete the following questionnaire. (Explanatory notes relating to the monitoring process are given overleaf.)

Please answer the following questions by ticking the appropriate box and/or providing details as required.

1. **Gender:** Male ☐ 2. **Date of Birth:**
- Female ☐

3. **Perceived Religious Affiliation/Community Background**

For most of us in Northern Ireland we are perceived to be from either the Protestant or Roman Catholic community. Please indicate the community to which you belong by ticking the box below

Protestant ☐ **Roman Catholic** ☐ **Neither** ☐

4. **Disability :**

Under the Disability Discrimination (NI) Act 1995 a disabled person is defined as a person with:

“A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out a normal days activities.”

Having read this definition, do you consider yourself to have a disability?

Yes ☐ **No** ☐

5. **Family Status:** No caring responsibilities ☐ Care for children ☐
- Care for other relative ☐ Other ☐
- (Please specify)

6. **Marital Status:** Married ☐ Single ☐ Divorced/Separated ☐
- Widowed ☐ Partner ☐ Civil Partnership ☐
- Other ☐ (Please specify)

7. **Ethnic Origin/Race:**

Bangladeshi ☐ Black African ☐ Black Caribbean ☐

Chinese ☐ Indian ☐ Irish Traveller ☐

Pakistani ☐ White ☐ Mixed Ethnic Group ☐

Other (please specify) Nationality (please specify)

8. **Which category best describes your age?**

Under 18 ☐ 18-34 ☐ 35-54 ☐ 55+ ☐

9. **How did you become aware of this advertisement? (Please indicate below)**

.....

EXPLANATORY NOTES

Derry Theatre Trust is committed to providing equality of opportunity for all job applicants. These notes explain the purpose of the questionnaire, the information to be provided and the way that information will be used.

- 1 The questionnaire monitors your gender, family status, marital status, ethnic origin, disability, perceived religious affiliation/community background and age.
- 2 To ensure the confidentiality of this information, the questionnaire has been given an identifying number. Only the Monitoring Officer will be able to identify this number. Your name should not be written on this questionnaire.

You should not allow anyone else to use this questionnaire. If you should accidentally lose or destroy your questionnaire, contact the Monitoring Officer, for a copy.

- 3 The information collected on this questionnaire provides us with very useful information on the profile of individuals applying to the Trust for jobs. The information will be used to measure the effectiveness of the Trust's Equal Opportunities Policy and will assist us to develop and review positive/affirmative action policies.
- 4 The monitoring information will form no part of the selection process and is confidential.
- 5 Under the Fair Employment (NI) Act 1989, the Trust is required to monitor the community background of its employees and applicants for vacant jobs. We are therefore asking you to indicate your community background by ticking the appropriate box in Question 6.
- 6 The information on this questionnaire will be entered into a confidential and secure computer system which can be accessed only by the Monitoring Officer.
The monitoring system will be concerned only with statistical analyses and will not identify individuals.

If you have any queries regarding the questionnaire, please contact the Monitoring Officer on Tel. 028 71264426

Thank you for your co-operation in completing this questionnaire.