HAMPSTEAD THEATRE APPLICATION FORM

COMPANY STAGE MANAGER

Post Applied for

Personal Details

Name

Address

Daytime: Mobile:

Telephone

Email

Do you require a work permit? (please indicate) Yes No

Referees

Please supply the names, full postal address and telephone numbers of two people who can give you a reference. One of these should be your current or most recent employer.

Name Name

Job Title Job Title

Address Address

Telephone Telephone

E-mail E-mail

kllkjlkjsad

 May we approach this person before May we approach this person before

 the offer of the post? Yes / No the offer of the post? Yes / No

Declaration

I confirm that the information I have given on this form is correct and understand that misleading statements may be sufficient grounds for cancelling any subsequent agreements made.

Signed: Date:

Current or Most Recent Employment

Post or Job Title

Name of Organisation

Starting Date Leaving Date

Salary

Notice required (if any)

Please give a brief outline of your responsibilities:

What is/was your reason for leaving or seeking other work?

Previous Employment

Please give details of any further employment experience you may have had with the more recent posts first. Please continue on a separate sheet of A4 if necessary.

Post or Job Title

Name of Organisation

Starting Date Leaving Date

Main responsibilities

Reason for leaving

Post or Job Title

Name of Organisation

Starting Date Leaving Date

Main responsibilities

Reason for leaving

Post or Job Title

Name of Organisation

Starting Date Leaving Date

Main responsibilities

Reason for leaving

Educational Achievements

Please list your education and qualifications.

|  |  |  |
| --- | --- | --- |
| Dates | Establishment | Qualification |
|  |  |  |

Training

Please list any additional qualifications or training courses you have attended.

|  |
| --- |
|  |

Supporting Information

In this section, please outline why you have applied for this position and explain how your skills, knowledge and experience meet the person specification for the post. Please continue on a separate sheet of A4 if necessary.

Privacy Statement

Hampstead Theatre takes its responsibility for protecting your personal information seriously.

Hampstead Theatre’s job application process will only request data relevant to verifying the identity of a candidate or determining their suitability for a position.

Access to the information contained within your application form will be limited only to those individuals administering the recruitment process or individuals shortlisting and/or interviewing.  Occasionally, Hampstead Theatre may ask external parties to assist with shortlisting and/or interviewing.  On these occasions, Hampstead Theatre will ensure external parties commit to following the same data protection principles as the theatre.

Your application form and any correspondence will be kept for up to a year following the closing date before being deleted.

Applying for a position at Hampstead Theatre indicates your consent to your data being processed in the manner described above.  Please sign here to confirm:

I consent to my data being processed in the manner described above.

Signed: Date:

More information on our privacy policy can be found here:  <https://www.hampsteadtheatre.com/company/privacy-policy/>