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| **Selladoor Venues** | | |
| 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 email completed applications along with a cover letter to the email listed with the ad on our website. | | |
| **A. Position Applying for:** | | |
| **B. Personal Details**  Title:  Full name:  Address:  Telephone – mobile:  Email: | | |
| **C. Employment**  **i) Present or most recent employment**  Name of Employer:  Address of Employer:  Postcode:  Nature of business:  Post held:  Date started: Date finished (if applicable):  Salary:  Notice required:  Brief description of duties: | | |
| **ii) Previous employment (please list most recent first). *You may substitute a CV for this section if you wish.*** | | |
| **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]  Yes No  If yes, what assistance can Sell A Door provide to meet your access requirements should you be called to interview?N/A | |
| **F. Work Permit**  Do you require a work permit? [please tick] 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. Criminal Convictions**  Please give details of any criminal convictions you have had, excluding any ‘spent’ under the Rehabilitation of Offenders Act 1974. | |
| **H. 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.* | |
| **I. 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: |

**MONITORING FORM**

Selladoor Worldwide is committed to an Equal Opportunities policy, including integrated casting. This policy exists to ensure equality of opportunity and the elimination of discrimination on the grounds or worker's sex, marital status, age, creed, colour, race, ethnic origin, sexual orientation and physical, sensory or mental disability.

To ensure that an Equal Opportunities policy is achieving its aims it must be monitored and for this to be effective, it is necessary to classify all employees and job applicants according to their ethnic origin, sex and disability. Records can then be used to establish whether any group is under or over-represented in certain areas. These areas can then be examined more closely in order to assess whether equal opportunities are being achieved or whether discrimination may be occurring. The information provided will be detached from your application and used for monitoring purposes only.

Any information provided is entirely confidential and will not form part of the selection process.

1. **Please state how you found out about the job, clearly stating the press, network, website, mailing list, etc.**
2. **Are you**

( ) Female ( ) Male

( ) Prefer not to say

**3. Which age range do you fall into?**

( ) ( ) ( ) ( ) ( ) ( )

0–19 20-34 35-49 50-64 65+ Prefer not to say

**4. How would you describe your ethnic origin?**

White

( ) British

( ) English

( ) Irish

( ) Scottish

( ) Welsh

( ) Any other White background, please state:

…………………………………………….

( ) Prefer not to say

Asian or Asian British

( ) Asian Bangladeshi

( ) Asian Indian

( ) Asian Pakistani

( ) Any other Asian background, please state

…………………………………………

( ) Prefer not to say

Black or Black British

( ) African

( ) Caribbean

( ) Any other Black origin, please state

……………………………………………

( ) Prefer not to say

Chinese or British Chinese

( ) Han Chinese

( ) Any other ethnic group from China, please state

………………………………………………

( ) Prefer not to say

Mixed Heritage

( ) Any mixed heritage origin, please state

…………………………………………….

( ) Prefer not to say

Other

( ) Any other ethnic heritage, please state

( ) Prefer not to say

**5. Do you consider yourself to have a disability?**

( ) Yes.

( ) No

( ) Prefer not to say

*SHAPE use the following definitions of disability:*

*"People with physical, mental or sensory disabilities: with hidden disabilities such as psoriasis, epilepsy, heart, chest conditions: people with disabilities linked to ageing: people suffering from mental illness".*

**6. Do you have dependents?** Dependents might include children, the elderly, or other people who rely on you for care.

( ) Yes.

( ) No

( ) Prefer not to say