**HAMPSTEAD THEATRE APPLICATION FORM**

**MARKETING ASSISTANT**

**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.

**Monitoring Form for Equal Opportunity Analysis Only**

Hampstead Theatre collects statistical data on those who work with or visit the theatre. We do this for a number of reasons: It helps us monitor the diversity of the organisation and its work, and allows us to ensure we are meeting the aims of Hampstead Theatre’s Diversity Action Plan. This form is not used as a part of the recruitment and selection process, but removed on receipt and used for statistics only.

Please double click on the appropriate box and select ‘checked’ :

**1. Gender**  Are you [ ]  Female [ ]  Male [ ]  Other

 **2. Ethnicity**

**a. Asian or Asian British b. Black or Black British**

Indian [ ]  Black Caribbean [ ]

Pakistani [ ]  Black African [ ]

Bangladeshi [ ]  Other Black [ ]

Other Asian [ ]

**c. Chinese or other Ethnic Group d. Mixed**

Chinese [ ]  White and Black Caribbean [ ]

Other Ethnic Group [ ]  White and Black African [ ]

 White and Asian [ ]

 Other Mixed [ ]

**e. White** **f. Other**

British [ ]  Other [ ]

Irish [ ]  Please Specify

Other White [ ]

**3. Disability**

Do you consider yourself to have a disability? [ ]  Yes [ ]  No

**4. Where did you hear about this job?**

Please tick as appropriate:

Artsjobs [ ]  Hampstead website [ ]  The Guardian website [ ]

Twitter [ ]  SOLT Theatre network [ ]

Other, please specify