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**ARTS COUNCIL
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CONFIDENTIAL

PLEASE COMPLETE THIS FORM IN TYPE OR BLACK INK

Please return to carole.makinson@suffolk.gov.uk by 12 noon Friday 26th January 2018

APPLICATION FOR THE POST OF: **PROJECT DIRECTOR - STARTEAST**

PERSONAL DETAILS

First Name(s): _____

Surname: _____

Address: _____

Postcode: _____

Tel: _____

Mobile: _____

e-mail: _____

Eligibility to work in the UK

We are legally obliged to ask you to provide evidence of your right to work in the UK. If you are successful with your application we will ask you to provide appropriate documents, such as your passport, visa, work permit or birth certificate and proof of your national insurance number, in accordance with the Asylum and Immigration Act 1996.

Are you legally authorised to work in the UK? Yes No

Is this subject to a work permit or visa? Yes No

With reference to the Job Description and Person Specification, explain why you wish to apply for the post and describe the skills and experience you have to undertake the job as outlined. This is your opportunity to convince us that you are the right person for the job. (Continue on a separate sheet if necessary.)

MISCELLANEOUS

The New Wolsey Theatre wishes to encourage applications from suitably qualified and experienced D/deaf and disabled people and we therefore ask you to use the space below to provide information on your disability status and access requirements (please mark as **N/A** if not applicable).

This information will remain confidential and is required to help us fulfil our legal responsibility to encourage and assist in the employment of D/deaf and disabled people.

As an organisation accredited by the Job Centre as a **Two Ticks Positive about Disability** employer, we guarantee to interview all disabled applicants who meet the essential criteria for this vacancy.

Do you have a current driving licence?	Yes / No
Do you have your own transport?	Yes / No
Are you at least 18 years of age?	Yes / No
If offered this position will you continue to work in any other capacity?	Yes / No
(If yes, please give details)	
When are re you available to start (The Start East project is due to launch in January 2017)	
Where did you see the advertisement for this job?	

ANY OTHER INFORMATION

Please use this space to tell us about anything else that may be of relevance to your application.

REFERENCES

Please give details of two referees.

Name:	
Company:	
Position:	
Relationship to applicant:	
Address:	
Postcode:	
Tel:	
e-mail:	

Name:	
Company:	
Position:	
Relationship to applicant:	
Address:	
Postcode:	
Tel:	
e-mail:	

**References may be taken up before interview or prior to an offer being made.
If you would prefer that we did not take references until after an offer has been made
please tick here**

Declaration

I have read and understood the information contained in this application form, and I declare that all information I have provided on this form, or in an attached CV, is true and accurate. I understand that omissions or incorrect statements might disqualify me from this position and, if already appointed, my employment may be terminated. I also understand that any offer of employment is subject to satisfactory references.

By signing this form, I understand I am agreeing to the above declaration:

Signed: _____

Date: _____

EQUAL OPPORTUNITIES IN EMPLOYMENT

Policy Monitoring: This form will be treated confidentially

The information you supply on this form will be detached from your application and used for monitoring purposes only. This form will not form part of the selection process.

Submission of this form indicates your explicit consent that the data you provide may be processed in accordance with the provisions of the Data Protection Act 1998.

NOTE: Your application will be in no way prejudiced if you decline to complete this form. It will be separated from the application form whether or not you have completed it.

The New Wolsey Theatre wishes to be an Equal Opportunities employer, and has a policy of monitoring employment applications in order to monitor the effectiveness of our Equal Opportunities policy and commitment to equality and diversity.

POST: **Project Director**

Please circle or highlight as appropriate

1. I would describe my race or cultural origin as:

White:

- British
- Irish
- Other European
- Any other white background

Asian or British Asian:

- Asian Indian
- Asian Pakistani
- Asian Bangladeshi
- Any other Asian background

Chinese or British Chinese:

- Chinese

Black or Black British:

- Black – African
- Black – Caribbean
- Any other black background

Dual Heritage:

- Black African and White
- Black Caribbean and White
- Chinese and White
- Asian and white
- Any other background from more than one ethnic group

(If you have circled 'Other' for any category, please describe your ethnic origin):.....

2. **My sex is:** Male Female
3. **My marital status is:** Single Cohabiting Married Separated Divorced
4. **Is there anyone who relies on you for day to day care and assistance?** Yes No
- If 'Yes' are they:** Children Aged 0-4 Aged 5-11 Aged 12-16
Other family member or partner
5. **My age is:** 16-19 20-29 30-39 40-49 50-59 60+
6. **Are you a disabled person?** Yes No

EQUAL OPPORTUNITIES AND DIVERSITY POLICY

The mission of NWT is to create, develop and produce a vital and dynamic programme of performances and participatory activity for the people of Suffolk and surrounding areas. It aims to create a programme of the highest quality, maximum diversity and greatest possible accessibility. NWT believes that this is best achieved through the implementation of an Equal Opportunities and Diversity Policy informing all areas of the company's activity and employment practice.

The NWT is committed to ensuring equality and fairness for all employees, collaborators, contractors and the general public. It will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. NWT opposes all forms of unlawful and unfair discrimination and will work to promote opportunities for sections of the community that are currently under-represented.

All individuals will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the organisation's output.

The NWT strives to create an environment in which individual differences and the contributions of all our staff are recognised and valued. No form of intimidation, bullying or harassment will be tolerated.

We will regularly review our employment practices and procedures to ensure fairness. This policy has the approval of the Board and will be reviewed on an annual basis.