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# Employee Application Form

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| **Name:** |  |
| **Post Applied For:** | Venue Assistant |

**Application Procedure**:

We strongly encourage people with disabilities and people who are from ethnically or culturally diverse backgrounds to apply as CTT is keen for the team and its work to be informed by and representative of the diverse communities it serves.

Please send the completed application form by email or post, together with a covering letter to:

Amanda Young

Operations Director   
Cumbernauld Theatre Trust   
Lanternhouse   
South Kildrum Ring Road   
Cumbernauld, North Lanarkshire   
G67 2UF

Email: [recruitment@cumbernauldtheatre.co.uk](mailto:recruitment@cumbernauldtheatre.co.uk)

**Closing Date for Applications**: Ongoing open vacancy bank

**Interviews will take place via Teams**: To be mutually arranged

**Start Date**: To be mutually arranged

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **Title:** |  |
| **Forename(s):** |  | | |
| **Name at birth  (if different):** |  | | |
| **Current address and post code:** |  | | |
| **Telephone Number:** |  | | |
| **Email address:** |  | | |
| **National Insurance Number:** |  | | |
| **Nationality:** |  | | |
| **Work Permit:** | If you are from outside the European Economic Area (EEA) or from an EEA country where specific restrictions apply, do you need a work permit for this post? | | \*Yes  \*No |
| **Driving Licence:** | Do you have a full and current driving licence? | | \*Yes  \*No |

\* Please delete as applicable.

### Relationship to existing employees or Directors of Cumbernauld Theatre Trust Ltd

Please note any relationships below.

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### Please let us know where you heard about this vacancy?

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### Academic and/or Vocational Qualifications

Please include any postgraduate qualifications or continuing professional development relevant to this post. If you are invited for interview, you will be asked to produce original certificates.

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| **School/College/University/Professional Body** | **Qualification and Grades/Levels Obtained** | **Date Obtained** |
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### Courses and Informal Learning

Please include details of any additional courses or informal learning undertaken that are relevant to this post.

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| **Name of Course** | **Duration** | **Course Provider** | **Date Taken** | **Subject and knowledge Gained** |
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### Membership of any Professional Bodies

Please list any relevant memberships. If you are a member of a Regulatory Body (e.g. FST, AMA).

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### Previous Employment

Please list in chronological order, most recent first. Include explanations for any periods not in employment or education/training. Please continue on a separate sheet if necessary.

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| **Dates (from/to)** | **Name and address of employer** | **Job title, brief description of duties and reason for leaving** | **Competencies, skills and abilities gained** |
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### Personal Statement

Please provide a statement noting the personal qualities and experience that you believe are relevant to your suitability for the post advertised. Continue on separate sheets if required.

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### Application Statement

Please explain why you are interested in applying for this post.

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### References

Please provide the **contact details** of **two** people who could provide a reference regarding your suitability for the post for which you are applying. One referee should be your current or most recent employer.

Please contact your referees to ensure they are willing to give a reference for you.

If you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.

References from relatives or those writing solely in the capacity of friends will not be accepted.

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| **Name:** | **Job Title/Position and Capacity known in (including organisation name and address):** | **Address, telephone number and email, website:** |
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### PVG (Protecting Vulnerable Groups) Scheme

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| --- | --- | --- | --- | --- | --- | --- | --- |
| I am/am not a member of the PVG Scheme for regulated work with children and protected adults (please delete as appropriate). | | | | | | | |
| My 16 digit membership number is: |  |  |  |  |  |  |  |

### Convictions/Cautions

Do you have any unspent convictions or cautions that you are required to disclose?

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**Declaration**

I hereby certify that the information given to you on this form is correct to the best of my knowledge. I understand that if any false or deliberately misleading information is given then my name will be withdrawn from the list of applicants.

Given the nature of the post, I am aware that, if successful, I will be required to provide information leading to membership of the PVG Scheme or to allow Cumbernauld Theatre Trust Ltd to obtain an update of my record.

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| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

Cumbernauld Theatre Trust Ltd is a Registered Company limited by guarantee No. SC066490

Scottish Charity OSCR Registered No. SC005050.

Registered Office: Cumbernauld Theatre Trust, Lanternhouse, South Kildrum Ring Road, Cumbernauld, North Lanarkshire, G67 2UF