# Employee Application Form

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| **Name:** |  |
| **Post Applied For:** |  |

**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:

Ally Whait   
Front of House Manager  
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

If you have any questions relating to the application please email: [recruitment@cumbernauldtheatre.co.uk](mailto:recruitment@cumbernauldtheatre.co.uk)

### Personal Details

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| --- | --- | --- | --- |
| **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.

|  |  |  |
| --- | --- | --- |
| **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** |
|  |  |  |  |  |

### 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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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

# Equality, Diversity and Inclusion Monitoring Form

**At the core our Cumbernauld Theatre Trust Ltd values is the belief that arts and culture, alongside company culture, have greater vibrancy, innovation, richness and quality when we include stories and are reflective of and defined by the perspectives of artists and creative practitioners, audiences and employees from all backgrounds.**

**This commitment extends to supporting development for people from under-represented groups to ensure fairer access to creative and non-creative roles in our company.**

**Cumbernauld Theatre Trust Ltd** wants to

* Recognise the creative and organisational culture value of diversity by committing to work that is representative of and relevant to more people.
* Commit to inclusion and better representation across all non creative and creative practitioner roles. For example, directors, producers, managers, administrators, performers, assistants, writers, choreographers, composers, etc.
* Invest in creating opportunities for a more diverse range of people to join the organisation. This will include ensuring programming and talent development, employability, production management activity is designed to recognise and remove barriers to participation and engagement with the company.
* Provide better access to our resources and cultural spaces to empower under-represented creative practitioners to share their stories, work with us and influence our company culture.
* We must ensure we are not discriminating under the Equality Act 2010, and are collating information to build an accurate picture of the make-up of the organisation’s staff, freelancers, trainees, volunteers, creative employees and contractors in encouraging equality, diversity and inclusion.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please email the completed form marked ‘Strictly confidential’ to

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

**Gender** Man  Woman  Intersex  Non-binary  Prefer not to say  If you prefer to use your own term, please specify here …………………….

**Are you married or in a civil partnership?** Yes  No  Prefer not to say 

**Age** 16-24 25-29  30-34  35-39 40-44  45-49  50-54 55-59  60-64  65+  Prefer not to say 

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English  Welsh  Scottish  Northern Irish  Irish 

British  Gypsy or Irish Traveller  Prefer not to say 

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other mixed background, please write in:

***Asian/Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say 

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African  Caribbean  Prefer not to say 

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab  Prefer not to say  Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes No  Prefer not to say 

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual 

Prefer not to say  If you prefer to use your own term, please specify here ……………………………………………….….

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish 

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

**What is your current working pattern?**

Full-time  Part-time  Prefer not to say 

**What is your flexible working arrangement?**

None  Flexi-time  Staggered hours  Term-time hours 

Annualised hours  Job-share  Flexible shifts  Compressed hours 

Homeworking  Prefer not to say  If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None  Primary carer of a child/children (under 18) 

Primary carer of disabled child/children 

Primary carer of disabled adult (18 and over)  Primary carer of older person 

Secondary carer (another person carries out the main caring role) 

Prefer not to say 

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