



## Employee Application Form

<b>Name:</b>	
<b>Post Applied For:</b>	Front of House Manager (Full Time – 35hrs per week)

### 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)

Please mark in the email subject:

Application for FOH Manager

**Closing Date for Applications:** Friday 15<sup>th</sup> July 2022

**Interviews will take place:** Week beginning Monday 18<sup>th</sup> July 2022

**Post Start Date:** As soon as possible.

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

**Personal Details**

<b>Surname:</b>		<b>Title:</b>	
<b>Forename(s):</b>			
<b>Name at birth (If different):</b>			
<b>Current address and post code:</b>			
<b>Telephone Number:</b>			
<b>Email address:</b>			
<b>National Insurance Number:</b>			
<b>Nationality:</b>			
<b>Work Permit:</b>	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	
<b>Driving Licence:</b>	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.

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

**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.

<b>School/College/University/Professional Body</b>	<b>Qualification and Grades/Levels Obtained</b>	<b>Date Obtained</b>

**Courses and Informal Learning**

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

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).

--

**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.

<b>Dates (from/to)</b>	<b>Name and address of employer</b>	<b>Job title, brief description of duties and reason for leaving</b>	<b>Competencies, skills, and abilities gained</b>

**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.



**Application Statement**

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

**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.

<b>Name:</b>	<b>Job Title/Position and Capacity known in (including organisation name and address):</b>	<b>Address, telephone number and email, website:</b>
<b>1.</b>		
<b>2.</b>		





### **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?

### **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.

<b>Signature:</b>		<b>Date:</b>	
-------------------	--	--------------	--

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 follow the link below to complete the EDI form:

<https://lanternhousearts.org/equality-diversity-monitoring-form-staff/>

This information will remain confidential.

Thank you for your time and your co-operation

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