

APPLICATION COVER SHEET

ALL APPLICATION MATERIALS ARE AVAILABLE IN LARGE PRINT ON REQUEST

Please complete in type or black ink.

POST TITLE : ADMINISTRATIVE DIRECTOR				
PERSONAL DETAILS				
Surname				Correspondence Address:
First Name(s)				
Home Telephone				
Mobile				
Work Telephone				Post Code:
May we contact you at work?	Yes	No	E-mail:	

REFERENCES	
Please give the name, address, telephone number and status of two referees who are willing and able to give an opinion on your abilities and professional experience. One referee should be your present or past employer. No approach will be made to your referees before an offer of employment is made to you.	
Name:	Name:
Address:	Address:
Tel No	Tel No
Relationship to you:	Relationship to you:
E-mail:	E-mail:
If your present employer is not given above please state reason why:	
If an offer is made and accepted, we reserve the right to contact your present employer for a reference.	

ADDITIONAL INFORMATION (this page will not be seen by those short-listing candidates)

Theatr Iolo welcomes applications from disabled people. Please use this space to let us know about any disability that you would like us to take into account, or any support or adjustments that would assist you in the interview and/or in the job.

Have you ever been convicted of a criminal offence? (* Please see below).
If yes, please give details on a separate sheet.

Yes No

Under the Rehabilitation of Offenders Act 1974, you may be entitled to answer 'NO' to this question even if you have, in the past, been convicted of an offence. However, certain types of employment are excluded under the Rehabilitation of Offenders Act 1974 (Exemptions) Orders 1975, from the protection of the Act. This post is exempted from the Rehabilitation of Offenders Act (1974), and so you are required to provide details of any spent convictions, cautions, reprimands and final warnings you may have in addition to any unspent convictions or criminal proceedings pending against you.

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

Yes No

If you are successful in your application, would you require a work permit prior to taking up employment?

Yes No

Are you available for interview on the date indicated in the further particulars (20th April 2011)?

Yes No

Where did you learn of this vacancy?

DECLARATION

I can confirm that to the best of my knowledge the above information is correct and can be treated as part of any subsequent contract of employment. I understand that, if I am offered employment, personal information about me will be held and used for personnel / administrative purposes but not distributed to other parties without my permission. I am aware that if I am selected for a post having access to children or other protected groups, Theatr Iolo will carry out a criminal records check to establish whether or not I have a criminal background.

Signed : _____ Date _____

Thank you for completing the form. Please return it, with your letter of application, CV and EO Monitoring form to: **Theatr Iolo, Old School Building, Cefn Rd, Mynachdy, Cardiff, CF14 3HS**