

Job Application Form
Monster Theatre Productions Ltd.
Buddle Arts Centre
258B Station Road
Wallsend
Tyne and Wear NE28 8RG

Please type or write clearly in black ink

Application for: **PR Consultant**

Personal Details

Surname (Block Letters)

Forenames

Address

Phone

Current or Most Recent Job

Job title & duties

Date started

Date left

Salary

Reasons for leaving or wishing to leave

Notice required (if any)

Previous Employment

Job title & duties

Employer's name & address

Date started

Date left

Reason for leaving

Job title & duties

Employer's name & address

Date started

Date left

Reason for leaving

Job title & duties

Employer's name & address

Date started

Date left

Reason for leaving

Job title & duties

Employer's name & address

Date started

Date left

Reason for leaving

Education & Training

Please list all your secondary education and further education/training. Most recent first.

School / College/ University	Course	Qualifications

Health Record

Please state how many days you have been absent from work/school/college due to illness during the last two years, providing details for any extended absence if you wish.

Work Permit/National Insurance Number

Do you require a work permit (please indicate)

Please enter your National Insurance Number

Criminal Convictions

Please give details of any criminal convictions you have had, excluding any "spent" under the Rehabilitation of Offenders Act 1974.

Supporting Statement

This is your opportunity to provide us with the information we need when deciding on the shortlist for interviews. Please continue on an additional sheet if necessary.

Please state why you want this particular post and highlight the skills and experience that you could contribute to our organisation.

References

Please give the names and addresses of two referees, at least one of whom should be your current, or most recent, employer. Any offer of employment made to you will be subject to the receipt of satisfactory written references.

Please indicate if we may take up references at this stage.

1) Name

Address

Position

Phone

2) Name

Address

Position

Phone

In what capacity do you know your second referee?

Declaration

I confirm that the information I have given on this form is correct and understand that misleading statements may be sufficient grounds for cancelling any subsequent agreements made.

Signed

Date

If application is by e-mail, your signature will be required prior to any subsequent contract offer

Please ensure that we receive your application form (including any supplementary documents) by 5.00 pm on Friday 5th December 2008 marking it FAO:

**Ieuan Einion
Chief Executive
Monster Theatre Productions Ltd.
Buddle Arts Centre
258B Station Road
Wallsend, Tyne and Wear NE28 8RG**

or alternatively email your application to info@monsterproductions.co.uk

Equal Opportunities Policy

Monitoring of recruitment practices

Monster Productions is committed to being an equal opportunity employer and ensuring that no one is unfairly discriminated against in its recruitment and selection policies and procedures. The Commission for Racial Equality recommends the classification set out below; a combination of colour and ethnic origin. The questionnaire is not obligatory but, by completing it, you will help us monitor the effectiveness of our equal opportunities policy. The information provided will be detached from your application by a member staff not involved in the selection process and used for monitoring purposes only. It will not be made available to the interviewer nor form part of the selection process.

Post applied for:

How did you find out about this vacancy?

Advert in any of the following:

UK Arts Jobs

Equity Jobs

Monster Productions website

The Guardian

The Stage

Word of Mouth

Other (please indicate)

Please indicate gender Female Male

Please indicate to which of the following you would describe yourself as belonging:

Black – African Indian

Black – Caribbean Pakistani

Black – Other White

Bangladeshi Other (please describe)

Chinese

Please indicate whether you consider yourself to have a disability

Yes No

Does your disability affect your capacity to do the job you are applying for?

Yes No

If yes, please explain

If invited for interview, would you have any special requirements?