

**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: **Fundraiser**

**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

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**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

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**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. In particular give examples that demonstrate that you have a proven track record in successful fundraising.

## References

Please give the names and addresses of three referees, all of whom should be people, or representatives of organisations for whom you have successfully raised funds. 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

In what capacity do you know your first referee?

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2) Name

Address

Position

Phone

In what capacity do you know your second referee?

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3) Name

Address

Position

Phone

In what capacity do you know your third 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 5<sup>th</sup> December 2008 marking it FAO:**

**leuan 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](mailto: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?