

Application Form

Please complete all sections in black ink or type.

What vacancy are you applying for?	
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Personal Details

Preferred title (e.g. Mr, Mrs, Ms):	
First name:	
Surname / Family name:	
Preferred pronouns (e.g. she, he, her, him, they):	
Address:	
Postcode:	
Telephone number (home):	
Telephone number (work or mobile):	
E-mail address:	

Current or Most Recent Employment

Employer's name and address:	
Dates from and to (month and year):	
Job title:	
Please give us a brief description of duties and responsibilities:	
Reason for leaving:	
Notice required:	
Salary:	

Previous Employment

Please give details of your previous employment, starting with the most recent.

Employer's name and address:	Dates from and to (month and year):	Job title and a brief description of duties and responsibilities:	Reason for leaving:

Other Work Experience

Please give details of any other relevant work experience (e.g. volunteering, internships, entrepreneurial, self-starting etc.)

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Education & Qualifications

Please tell us about the school, college and/or university you attended, starting with the most recent.

Name of school, college or university:	Dates from and to (month and year):	Qualification(s) and grade(s):

Training & Short Courses

Please tell us about any training and/or short courses you have been on that you think are relevant to this application, starting with the most recent.

Course title and content:	Organisation that ran the training:	Date training attended:

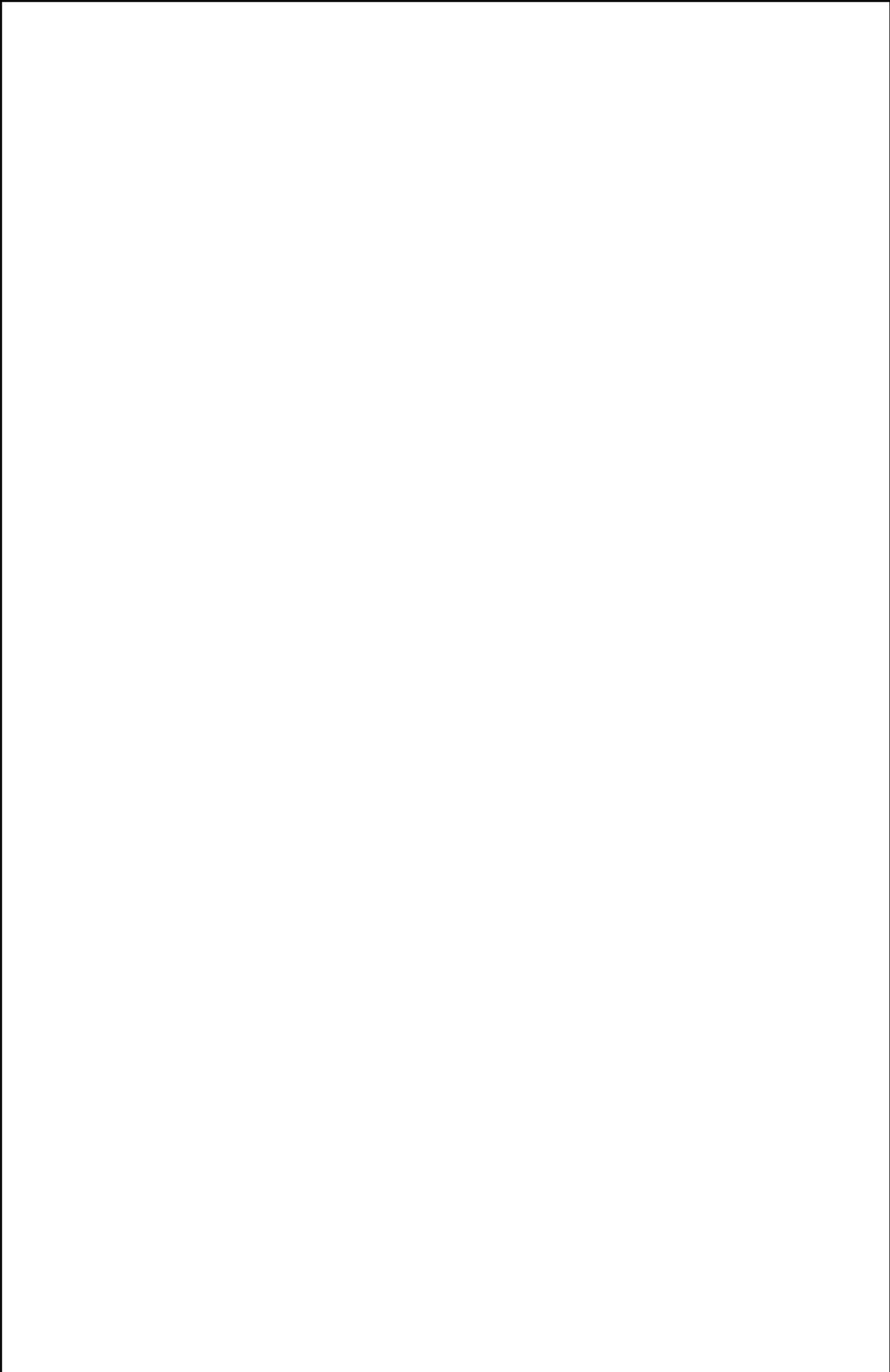
Addressing systemic inequalities and additional barriers

In our attempt to address systemic inequalities and additional barriers facing some people, any candidate who identifies as being from a marginalised community (whether that be including, but not limited to, race; disability; low socio-economic background; age; gender; sexual orientation; additional caring responsibilities) will be guaranteed an interview as long as their application meets the essential requirements advertised.

Please tick this box if you identify as being from a marginalised community
 (Eg you have faced barriers that may have traditionally excluded you from this role on account of any of the above criteria. Please note, we do not require you to evidence this and your answer will remain confidential, other than for the purpose of shortlisting for interview.)

Information in support of your application

Please use the space below to tell us why you want to apply for this role and how your experience, knowledge and skills match those outlined in the Job Description and Person Specification. Please give examples from employment or voluntary work to demonstrate how you meet these criteria. Please do not exceed 2 sides of A4 with this information.



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References

Please give details of two referees. One **must** be your present or most recent employer. The other can be another previous employer or any other person who can provide a reference for you but not a partner or member of your family. We do not approach referees until after interview.

Referee 1 (current or most recent employer)	
Name:	
Job title:	
Organisation:	
Address:	
Postcode:	
Telephone number:	
Email address:	
Relationship to you:	
Do you wish to be contacted before we approach this referee?	Yes / No

Referee 2	
Name:	
Job title:	
Organisation:	
Address:	
Postcode:	
Telephone number:	
Email address:	
Relationship to you:	
Do you wish to be contacted before we approach this referee?	Yes / No

Further Information

<p>Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?</p>	<p>Yes / No If you answer Yes to this, details will only be requested if you are invited to interview.</p>
<p>Do you require a work permit to work in the UK?</p>	<p>Yes / No</p>
<p>How many days of sickness absence have you had over the last 2 years? If you wish, please offer brief details.</p>	

Declaration

I declare that all the information I have given on this Application Form is true to the best of my knowledge and belief. I understand that I may be dismissed if I have given false information or not given relevant details. I am entitled to work in the UK, and can produce relevant documentation to prove so. I give my consent to Shoreditch Town Hall recording and processing my personal information in line with the General Data Protection Regulation (GDPR) 2018 and other legislative provisions.

Signed:

Date:

Please return your completed Application Form and accompanying Equal Opportunities Form (below) to jobs@shoreditchtownhall.com by the deadline stated in the role's Recruitment Pack.

Equal Opportunities Form

Shoreditch Town Hall is committed to access, diversity and representation and we believe that our programmes, workforce and organisational culture should genuinely reflect the range of backgrounds, perspectives and cultures that make up the communities we serve in Shoreditch, Hackney and beyond.

We welcome applications from people of any colour, race, nationality, ethnic origin, religion, socio-economic background, marital status, sex, sexual orientation, age or disability. We aim to ensure all job applicants and employees are treated equally and fairly and are recruited, selected, trained and promoted on the basis of the requirements of the job, their skills, abilities and other job-related criteria.

Please ensure that you complete this Equal Opportunities Form and return it with your application. If you would prefer not to answer some or all of these questions, please simply write 'Prefer not to say' in the necessary box(es). **This information will be used for monitoring purposes only and will be separated from your application before the selection process.**

What vacancy are you applying for?	
Where did you first hear about this vacancy?	
How would you describe your gender? Delete as appropriate	Female Male Non-Binary Trans None of the above (please specify)
How would you describe your sexual orientation? Delete as appropriate	Asexual Bisexual Heterosexual Homosexual Pansexual None of the above (please specify)
How would you describe your relationship status? Delete as appropriate	Civil Partnered Divorced Married Single Widowed None of the above (please specify)
Do you have any caring responsibilities?	Yes / No

<p>How would you describe your ethnic identity?</p> <p>Delete as appropriate</p>	<p>Black Black African Black British Black Caribbean None of the above (please specify)</p> <p>East Asian British Chinese Japanese Korean None of the above (please specify)</p> <p>Mixed Black African and White Black British and White Black Caribbean and White East Asian and White South Asian and White None of the above (please specify)</p> <p>South Asian Bangladeshi British Indian Pakistani None of the above (please specify)</p> <p>White British English Gypsy or Irish Traveller Irish Scottish Welsh None of the above (please specify)</p> <p>None of the above (please specify)</p>
<p>Do you consider yourself to have a disability?</p> <p>In accordance with the Equality Act 2010, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.</p>	<p>Yes / No</p> <p>If Yes, please state the disability and/or any reasonable adjustments we need to consider making if you are invited to attend an interview.</p>
<p>Which socio-economic group do you perceive you belong to at this stage in your life?</p> <p>This is often defined as working class, middle class or upper class, however please don't feel limited by these definitions.</p>	