

**JOB APPLICATION FORM**

**This form is also available in large print.** Email work@nationaltheatrewales.org to request a copy.

**HOW TO APPLY**

Please read the job advert for the role first. Then:

1. Either write a cover letter of no more than 2 pages OR film a video of yourself lasting no more than 5 minutes. We have no preference, and will be happy to accept either format, so feel free to choose whichever suits you best. In your cover letter or video, tell us about you, your experiences, skills and attributes that are relevant to the job and the person specification, and tell us a bit about what you aspire to in life. What matters to you? What do you believe in? Where would you like to be in 3 years-time? What changes would you like to make to our society? What do you enjoy doing?
2. Check your CV is up to date, no longer than 3 pages long, and includes the name and contact details of two references who know you and can give us their opinion on your skills and experience. Please specify how your references know you. One of them should be your present or past employer, and if that isn’t possible, please explain why. We won’t approach them before we have offered you the position with us and you have accepted.
3. Complete the application form below.
4. Send us your cover letter or video with your CV and this completed application form to: work@nationaltheatrewales.org by the deadline specified in the job advert.

If you are shortlisted, we’ll invite you to interview over zoom. These are friendly, largely informal 30-minute conversations. We’ll send you a rough outline of the questions we’ll ask you, and short biographies of the people who’ll be there in advance. We’ll also ask if you have access requirements ahead of the interview.

If you have any questions about the role or the process, don’t hesitate to get in touch at work@nationaltheatrewales.org.

**POSITION APPLIED FOR:**

**PERSONAL DETAILS:**

Surname:

First Name(s):

Primary contact number:

Secondary contact number:

Address:

Email:

**ADDITIONAL INFORMATION:**

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

Yes [ ]  No [ ]

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

Yes [ ]  No [ ]

1. Do you have any **unspent** criminal convictions or criminal proceedings pending against you?

Yes [ ]  No [ ]

If you have answered yes, please give details **on a separate sheet.**

*This post is not exempt from the Rehabilitation of Offenders Act 1974 and so we only ask you to declare offences which are not yet spent under that Act. If you are not sure if your convictions are spent, you can contact NACRO for advice.*

NTW recognises its duty to safeguard children and adults at risk as they attend or participate in theatre. As such, all roles at National Theatre Wales are subject to passing a standard or enhanced DBS check, dependent on the nature of the role. National Theatre Wales reserves the right to terminate employment or rescind offers of employment if the DBS check reveals any **spent or unspent convictions, cautions, reprimands or warnings for unprotected crimes** **which relate to, or could threaten, the safety of children and adults at risk**. Furthermore, this applicant or employee will be reported to the police and DBS for applying for the role. In line with the Rehabilitation of Offenders Act 1974, and our policy for inclusive recruitment, if you would like to discuss this with us confidentially before you apply, please let us know.

**EQUAL OPPORTUNITIES**

Please complete our [Equal Opportunities Monitoring form](https://forms.gle/uMU1pfdppKCtvSne9) and confirm that you have done so:

I have completed the Equal Opportunities Monitoring form [ ]

Please note that the information you provide on the Equal Opportunities Monitoring Form is anonymised. It will be used to monitor and analyse our progress towards meeting our Targets outlined within our Strategic Equality Plan.

**DECLARATION**

Submission of this application form indicates your explicit consent that your data may be processed in accordance with the provisions of the Data Protection Act 1998.

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

Signed:       Date:

**Please submit your completed form by the date and time specified in the job advert to** work@nationaltheatrewales.org.