# **Graeae Theatre Company**

# **Application Form**

**Application for post of:** Finance Manager.

**Please use black ink or type.**

This application form uses single column tables with rows for adding specific information. If you are using screen-reading software and would prefer a format without tables please contact us on 020 7613 6900 or email [jobs@graeae.org](mailto:jobs@graeae.org)

1. **General information**

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| --- |
| Surname: |
| First name: |
| Address: |
| Telephone: (day) |
| Telephone: (evening) |
| Telephone: (mobile) |
| Email: |
| Do you have any objections to being contacted at work? (please delete) |
| What is your preferred means of communication? (please delete) |

2. **References**

Please give the name of two referees. One should be your present or most recent employer.

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| ***Referee 1***  Name: |
| Position: |
| Address: |
| Telephone: |
| Email: |
| How long has this person known you: |
|  |
| ***Referee 2***  Name: |
| Position: |
| Address: |
| Telephone: |
| Email: |
| How long has this person known you: |

## 3. Education and qualifications

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| --- |
| Dates (from / to): |
| Name of School/College/University: |
| Qualifications / Exams taken: |
| Dates (from / to): |
| Name of School/College/University: |
| Qualifications / Exams taken: |
| Dates (from / to): |
| Name of School/College/University: |
| Qualifications / Exams taken: |

## 4. Training and professional development

Please use the space below to provide information on any professional development or vocational training (both formal and non-formal).

Please give date, training provider and details of qualification or experience gained. (Continue on a separate sheet if necessary).

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## 5. Current employment

Please give details of your present or most recent employment.

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| Employer: |
| Your job title: |
| Date appointed: |
| Date left: (if applicable) |
| Please give details of your duties: |

## 6. Previous experience / employment history

Please list, in the separate rows below, other posts held or relevant experience, both paid and voluntary, starting with the most recent.

Please give dates (from - to), employer, position held and main duties.

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## Continuation sheet (if required).

7. **Information in support of your application**

Tell us what your reasons are for applying for the job, how your experience supports your application, and anything else that you believe relevant.

**Please note:**

* Explain why you are drawn to this opportunity at Graeae
* Share a summary of your experience that you think would be relevant to this particular role
* Make direct reference to the person specification
* You may submit this information via a video in English or British Sign Language
* You may send us an audio recording
* We can facilitate a recorded zoom video presentation
* You may use the space below to write no more than 1,000 words to complete your response.

If there is an alternative format that is more accessible for you, please let us know.

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8**. Criminal Convictions**

Do you have any Criminal Convictions, not including those considered ‘spent’ under The Rehabilitation of Offenders Act 1974? (please delete)

YES / NO

**9. Right to Work in UK**

Graeae has a legal responsibility to ensure that all new recruits have the right to work in the UK. If appointed you will be asked to provide original documentary proof of your right to work in the UK which will then be copied to file. Failure to supply documentary evidence when requested will result in a delay in appointment.

**10. Qualifications**

If appointed you will be required to provide original documentation of any qualifications that are a requirement of the post, these will then be copied to file.

**11. Declaration**

I confirm that all the information provided in this application form, together with any other information that I may provide during the course of my application, is true and accurate to the best of my knowledge and belief.

I understand and agree that any information I provide may be verified through personal or written contact in whatever manner is considered appropriate by Graeae and that any false or misleading statement may be sufficient cause for rejection or, if appointed, dismissal.

**Signed (type or write full name here):**

|  |
| --- |
| Signed: |
| Dated: |

(If you are submitting your application form electronically you will be asked to sign the declaration if selected for interview.)

This information is also available in alternate formats.

*Please return this form to:*

jobs@graeae.org