**Job Application Form**

**Donmar Warehouse Projects LTD**

41 Earlham Street

Seven Dials

WC2H 9LX

**Position applied for Casual Box Office Staff**

**Where did you see this position advertised?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Donmar is committed to environmental sustainability. As such email is the preferred method of application. Please email your application form to [aevans@donmarwarehouse.com](mailto:aevans@donmarwarehouse.com) or alternatively post your form to:

Anna Evans, Ticketing and Customer Service Manager

Donmar Warehouse

3 Dryden Street

London WC2E 9NA

**Please do not include separate cover letters and CVs as these will not be considered.**

# Personal Details

**Name**

**Address**

**Email Address**

**Phone**

# Data Protection Act

The information you provide on this form will be stored either on computer or in the form of manual records. It will not be used for any other purposes or disclosed to any other organisation except in pursuance of our statutory obligations.

If you are unsuccessful, the form will be retained with the papers relating to the vacancy and kept for 3 months before being destroyed and any accompanying information removed from our systems.

# Declaration

I hereby give my consent to this information being provided for the purposes stated above. 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

# Current or Most Recent Employment

**Employer’s Name**

**Address**

**Job Title**

**Salary**

**Main Duties**

**Dates of employment Notice required (if any)**

**Reason for leaving/wanting to leave**

# Previous Employment

**Employer’s Name**

**Address**

**Job Title**

**Main Duties**

**Dates of employment**

**Reason for leaving**

**Employer’s Name**

**Address**

**Job Title**

**Main Duties**

**Dates of employment**

**Reason for leaving**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employer’s Name**

**Address**

**Job Title**

**Main Duties**

**Dates of employment**

**Reason for leaving**

# Training

**Please list your educational, vocational or professional training here**

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Course** | **Qualification** |
|  |  |  |

# Work Permit

**Do you require a permit or visa to work in the UK?** Yes No

*The successful candidate is required to provide evidence of their right to work in the UK. Please contact us before applying if this won’t be possible.*

**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 Statements

***This is your opportunity to provide us with the information we need when deciding on the shortlist for interviews. Please give three examples of a time when you have given great customer service/communication.***

# 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.

**May we take up references prior to an offer of employment?** Yes No

**Name Name**

**Job Title Job Title**

**Organisation Organisation**

**Address Address**

**Phone Phone**

**Email Address Email Address**

**In what capacity do you know your second referee?**

# Equal Opportunities Monitoring Form

The Donmar Warehouse is committed to promoting theatre as an activity for all.

In order to achieve this, the Donmar undertakes to ensure that all job applicants, employees and participants are treated equally and encouraged to develop and maximise their true potential irrespective of their background.

The questionnaire is not obligatory but, by completing it, you will help us monitor the effectiveness of our equal opportunities policies.

The questions and categories below are issued by Arts Council England. They used the following sources in creating these categories: the Office for National Statistics for ethnicity categories; the recognized social model for disability categories; and best practice guidance published by Stonewall for sexuality categories.

**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.**

**Position applied for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Gender**

Male

Female

Non-binary

Other (Please specify)

Prefer not to say

**Is this the gender which you were assigned at birth?**

Yes

No

Prefer not to say

**Age**

0-19 years

20-34 years

35-49 years

50-64 years

65+ years

Prefer not to say

**Ethnic Origin**

**Asian or Asian British**

Bangladeshi

Chinese

Indian

Pakistani

Any other Asian background

**Black or black British**

Caribbean

African

Any other Black/ African/ Caribbean background

**Mixed**

White and Asian

White and Black African

White and Black Caribbean

Any other Mixed/Multiple ethnic background

**White**

English/ Welsh/ Scottish/ Northern Irish/ British

Gypsy or Irish Traveller

Irish

Any other white background

**Other ethnic groups**

Arab

Other ethnic group (Please specify)……………………………………….....

Prefer not to say

**Disability**

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long-term negative effect on their ability to carry out normal day-to-day activities.

**Do you identify as a D/deaf or disabled person or have a long-term health condition?**

*This may include, but not limited to, physical or invisible disabilities, cognitive or learning difficulties and other chronic conditions.*

Yes

No

Prefer not to say

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

Yes

No

If yes, please explain:

**Sexuality**

Bisexual

Gay Man

Gay Woman/Lesbian

Heterosexual/Straight

Other (Please specify)

Prefer not to say

We’re always looking to improve how we monitor our recruitment data.  We would appreciate hearing your feedback on this form, if you have any

**Thank you**