

PENTABUS

APPLICATION COVER SHEET

Please complete electronically or in black ink and scan and return to catrin@pentabus.co.uk

In order to apply for the role of Artistic Director please complete this cover sheet and equal opportunities monitoring form and send them to us, along with a CV and a letter of application, both no more than 3 pages long. Please refer to the job description and person specification in your letter, telling us why you are interested in the role, and the vision, skills and experience that you would bring to the company.

POST TITLE : ARTISTIC DIRECTOR				
PERSONAL DETAILS				
Surname		Correspondence Address:		
First Name(s)				
Home Telephone				
Mobile				
Work Telephone		Post Code:		
May we contact you at work?	Yes	No	E-mail:	

REFERENCES Please give the name, address, telephone number and relationship you have with two referees who are willing and able to give an opinion on your abilities and professional experience. One referee should be your present or most recent employer. We may wish to take up references before an offer of employment has been made to you, but will inform you before we do so.	
Name:	Name:
Address:	Address:
Tel No	Tel No
Relationship to you:	Relationship to you:
E-mail:	E-mail:

If your present or most recent employer is not given above please state the reason why:

If an offer is made and accepted, we reserve the right to contact your present employer for a reference.

ADDITIONAL INFORMATION

Pentabus welcomes applications from people who identify as d/Deaf or disabled. Please use this space to let us know about any support or adjustments that would assist you in the interview process and/or in the job.

Have you ever been convicted of a criminal offence? (* Please see below).
If yes, please give details on a separate sheet.

Yes No

Under the Rehabilitation of Offenders Act 1974, you may be entitled to answer 'NO' to this question even if you have, in the past, been convicted of an offence. However, certain types of employment are excluded under the Rehabilitation of Offenders Act 1974 (Exemptions) Orders 1975, from the protection of the Act. If the application materials state that this post is exempted from the Rehabilitation of Offenders Act (1974), you are required to provide details of any spent convictions, cautions, reprimands and final warnings you may have in addition to any unspent convictions or criminal proceedings pending against you.

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

Yes No

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

Yes No

Are you available for interview on the date(s) indicated in the application pack?

Yes No

Do you have a full and current driving licence?

Yes No

DECLARATION

I can confirm that to the best of my knowledge the above information is correct and can be treated as part of any subsequent contract of employment. I understand that, if I am offered employment, personal information about me will be held and used for personnel / administrative purposes but not distributed to other parties without my permission. I am aware that if I am selected for a post having access to children or other protected groups, Pentabus will carry out a criminal records check to establish whether or not I have a criminal background.

Signed : _____ Date _____

Thank you for completing the form. Please return it to: catrin@pentabus.co.uk with your letter of application, CV and Equal Opportunities Monitoring Form

Pentabus Equal Opportunities Recruitment Monitoring Form
STRICTLY CONFIDENTIAL

For Equal Opportunities monitoring purposes, please fill in this form and return it along with your application. We will ensure that no job applicant or employee receives less favourable treatment either directly or indirectly, on the grounds of age, race, disability, gender, marital status, class, religion or faith or sexual orientation.

The form will be detached from your application form and will not be used in the selection process. It shall be treated as strictly confidential to help monitor the diversity of applications we receive. This will enable us to develop appropriate policies and procedures in respect of diversity and equal opportunities.

How did you first hear about the vacancy?

Please state specifics

Online newspaper/journal – which one?

Job search website – which one?

Email Alert – which one?

Social Media – which one?

Word of Mouth – which one?

Other – please specify

1. **Gender Identity:** Male Female Non-binary Prefer not to say

2. **Age:** Under 20 20-34 35-49 50-64 65+ Prefer not to say

3. **Sexual orientation:**

- Bi-sexual Gay Woman/Lesbian Gay Man
 Heterosexual/straight Queer Prefer not to say

4. **Nationality:**

5. **Do you identify as a D/deaf or disabled person, or have a long term health condition:**

- Yes No

If yes, please specify:

Please state what support and/or adjustments would assist you in the interview process and/or in the job:

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6. How would you describe your ethnic origin?

White

- White British
- White Irish
- Gypsy or Irish Traveller
- White Other

Black / Black British

- African
- Caribbean
- Any Other Black Background

Mixed

- Black African and White
- Black Caribbean and White
- Asian and White
- Other Mixed / Multiple Ethnic Background

Other Ethnic Groups

- Arab
- Any Other Ethnic Background

Asian /Asian British

- Bangladeshi
- Chinese
- Indian
- Pakistani
- Any Other Asian Background

- Prefer not to say