

Application Form

1. Thank you for your interest in the role of **Executive Assistant** with the Almeida Theatre.
The deadline for applications is at 9AM on Friday 15 December 2023.

How to apply

2. Please complete this form – **we cannot accept CVs.**
3. Please tell us about your relevant skills, experience and motivation for applying for the role.
4. If this form is not an appropriate application method for you, please contact us.
5. We use Breathe HR for all applications, please ensure to upload both Application Form & Equal Opportunities Form to the following website: [CLICK TO APPLY HERE](#)
6. **Interviews will be held the w/c 8th January & 15th January 2024.** We ask that you are available on these dates.
7. Any application forms received after the deadline below may not be included in the recruitment process.
8. If you would like to discuss any aspect of the role, please call 020 7288 4900 and ask to speak to the Operations & HR Coordinator, Rowena Ferguson.

We look forward to hearing from you.



Personal Statement

Job Application **Executive Assistant**

Forename/s

Surname

Contact Details

Address

Postcode

Email address

Contact number

Declaration

To the best of my knowledge, the information I have given on this form is correct and complete. All questions relating to me have been accurately and fully answered and I possess all the qualifications which I claim to hold. I am entitled to work in this country and hold a relevant UK, EU or EEA passport, birth certificate, NI number, work permit or other relevant documentation and can produce on demand of the Almeida. I understand that submitting false information or withholding relevant information on this form may lead to my application being rejected or, if I am appointed, will constitute grounds for dismissal.

Signed

Date

Data protection

By providing the information contained in this application form, you are consenting to its use for the purpose of processing your application, assessing your performance in the future (should your application be successful) and monitoring the efficiency of our recruitment and other employment procedures. We reserve the right to validate all information entered on this form. Your details will be treated with the strictest confidence. If your application is unsuccessful, your details will be kept on file for twelve months, and then destroyed.

Application

Please tell us what interests you about this role and working for the Almeida. (250 words maximum)

ALMEIDA THEATRE

Please use this box to outline any relevant skills and experience for this role. (500 words maximum)

Current or most recent employment

Please provide details of your current or most recent job or work experience.

Job title	
Employer's name	
Employer's address	
Dates	
Salary	
Notice required	
Brief outline of duties and responsibilities	

ALMEIDA THEATRE

Reason for leaving	
Previous employment Please provide details, including a brief description of your role there. Please continue on additional pages as necessary.	
Job title	
Employer's name	
Employer's address	
Dates	
Salary	
Brief outline of duties and responsibilities	
Reason for leaving	
Job title	
Employer's name	
Employer's address	
Dates	
Brief outline of duties and responsibilities	
Reason for leaving	(continue as necessary)

Relevant Qualifications		
Dates attended	Course	Qualification

Training/Professional Qualifications		
Training provider	Dates attended	Course attended and professional qualifications

ALMEIDA THEATRE

		(continue as necessary)

General

What professional bodies/trade unions/clubs do you belong to?

Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals:

Current employment and any previous employment in which you continue to have a financial interest:

Criminal record

Have you been convicted of any criminal offences which are not yet spent under the Rehabilitation of Offenders Act 1974?

Yes No

If yes, please give further information:

Are you facing any criminal prosecutions?

Yes No

If yes, please give further information:

Right to work in the UK

In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made.

Please be aware that we will not usually be able to sponsor you for a visa or work permit

Do you require a work visa/permit or require a right to work check to work in the UK?

Yes No

If yes, do you *have* a valid work visa/permit or valid documents to work in the UK?

Yes No

If yes, what date is it valid until?

Interviews will be held the w/c 8 & 15 January, will you be able to attend?

References

Please give the names and addresses of two referees, one your present or most recent employer. Your referees will not be contacted prior to interview or without your permission.

Name		Name	
Relationship to you		Relationship to you	
Company		Company	

ALMEIDA THEATRE

Telephone		Telephone	
Email		Email	
When may we approach them?	INTERVIEW STAGE / POST OFFER	When may we approach them?	INTERVIEW STAGE / POST OFFER