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03 January 2020

Dear Applicant,

Please find enclosed an application pack for the position of **Communications Co-ordinator.** The pack includes:

* Application Form
* Equal Opportunities Monitoring Form
* Guidance for applicants

The closing date for receipt of completed applications is **10 am on Monday 3rd February 2020**. We regret that applications received after that time cannot be considered.

Please send your completed applications to Fuel at the contact details below.

Shortlisted candidates will be contacted by phone or email. Interviews will be held on **Thursday 6th February 2020** at Somerset House in London. Whilst we will work to accommodate every applicant, please do your best to ensure you may be available for this date.

Unfortunately we are unable to acknowledge receipt of applications, so if you have not heard from us within two weeks of the closing date, please assume that you have not been shortlisted in this instance.

We hope that this pack will help with any questions you might have about the application process. However, if you have any further queries, please email Bridget Hanley on bridget@fueltheatre.com.

We look forward to receiving your application and thank you for your interest in Fuel.

Best wishes,

Kate McGrath

**Director**

Fuel

Please submit applications, in one attachment by e-mail to arrive by 10am on Monday 3rd February to: [admin@fueltheatre.com](mailto:admin@fueltheatre.com) Please note that we cannot accept CVs.

**APPLICATION FOR EMPLOYMENT**

Fuel Productions Ltd is striving towards equal opportunities and welcomes applications from all sections of the community.

**Before completing this form, please read the accompanying Guidance Notes.**

Post applied for:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you applying for a job share? |  | Yes |  | No |

**PERSONAL DETAILS**

|  |
| --- |
| Title: |
| Surname: | Other names: |
| Address:  Postcode: | |
| Home telephone number: | Work telephone number: |
| Mobile telephone number: | E-mail address: |

**CURRENT OR MOST RECENT EMPLOYMENT (PAID OR UNPAID)**

|  |  |
| --- | --- |
| Name and address of Employer: | |
| Job title: | Date of appointment: |
| Period of notice required/Leaving date if not now working: | |
| Reason for leaving: | |
| Please provide a brief outline of your main responsibilities | |

**PREVIOUS EMPLOYMENT (PAID AND/OR UNPAID)**

Please start with your most recent position. Continue on one separate sheet of A4 if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Employment  From: To: | Name and Address of Employer: | Job title and brief details of main responsibilities: | Reason for leaving: |
|  |  |  |  |

**EDUCATION, TRAINING AND PROFESSIONAL QUALIFICATIONS**

Please start with the most recent qualification and include any currently being pursued.

|  |  |  |
| --- | --- | --- |
| Date obtained: | Name of school, university, college etc: | Qualifications obtained: |
|  |  |  |
|  |  |  |

**SUPPORTING STATEMENT**

Please write a statement explaining:

* Why are you applying for this position and,
* Drawing on your personal and work experience, education and training, how you meet the requirements set out in the person specification and job description.

Please continue on one separate sheet of A4 if necessary.

**REFEREES**

Please provide details of two people, not related to you, who will provide an employment reference for you. One of these must be your current or most recent employer if you are not currently employed. The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying.

|  |  |
| --- | --- |
| Name of referee: | Name of referee: |
| Name of organisation: | Name of organisation: |
| Occupation: | Occupation: |
| Address:  Postcode: | Address:  Postcode: |
| Email: | Email: |
| Contact number: | Contact number: |
| Relationship to you: | Relationship to you: |

May we request a reference May we request a reference

|  |  |  |  |
| --- | --- | --- | --- |
|  | at any time |  | at any time |

|  |  |  |  |
| --- | --- | --- | --- |
|  | only after an offer of employment |  | only after an offer of employment |

Please provide details of any special arrangements or adjustments you would require to enable you to participate in our selection process effectively.

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. However, if you require a work permit in order to work in the UK please indicate by ticking this box:

Please provide details of any unspent convictions or cautions you have under the terms of the Rehabilitation of Offender Act, 1974. Offences resulting in licence endorsements should be disregarded. Failure to disclose such information may result in dismissal or disciplinary action by Fuel Theatre Services Ltd. This information will be treated as confidential and will not necessarily preclude you from employment.

**DECLARATION**

To the best of my knowledge the information on the application form and equal opportunities monitoring form is correct.

Signed: Date:

FUEL PRODUCTIONS LIMITED

**EQUAL OPPORTUNITIES MONITORING FORM**

In order to monitor the effectiveness of our equal opportunities practices we need to collect information which might identify possible direct and indirect barriers to employment. The information provided here is entirely confidential, and is not part of any selection procedure.

Post applied for:

Please state how you found out about the job:

**PERSONAL DETAILS**

Name:

Date of Birth:

Gender

Female: Male:

Non-Binary/third gender: Prefer to self-describe: Prefer not to say:

**CULTURAL DIVERSITY**

Please tick the ethnic category that best represents you.

Do you consider yourself to be:

|  |  |  |  |
| --- | --- | --- | --- |
| Black British |  | Asian British |  |
| Black African |  | Pakistani |  |
| Black Caribbean |  | Indian |  |
| Any other Black background |  | Bangladeshi |  |
| White British |  | Any other Asian background |  |
| White European (non British) |  | Chinese |  |
| Any other White Background |  | Any other Chinese Background |  |
| Any other or mixed background (please specify) |  | Prefer not to say |  |

How would you self-identify your class background? This is often defined as working-class, middle-class or upper-class, but please don’t feel limited by these definitions:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you consider yourself to be disabled?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

If yes, please state the nature of your disability:

FUEL PRODUCTIONS LIMITED

**GUIDANCE NOTES FOR APPLICANTS**

These notes are intended to help you to participate in the selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the job. Please read these notes carefully before completing your application form. If you have any difficulty in completing the form please contact Daisy Drury on 020 7228 6688.

**REVIEW THE CONTENTS OF THE APPLICATION PACK**

The application pack includes a full job description with a person specification. If these documents have been omitted from your pack, please call us to obtain copies. The purpose and key tasks and responsibilities of the position are set out in the job description. The knowledge and experience and skills and attributes we are looking for in the successful candidate are listed in the person specification. It is important to read carefully all the information in the application pack before completing the form.

**COMPLETING THE APPLICATION FORM**

**General Points**

* Please do not attach your CV or copies of education certificates to your application form. Applications in the form of CVs will not be considered.
* If you need to add continuation sheets, make sure you mark these clearly with your name and the job title of the job for which you are applying. Try to limit any continuation sheets to no more than 2 sides of A4.
* Type or write clearly in black ink and do not use staples, to allow for photocopying.
* Please return via e-mail if at all possible, this is our preferred method for receiving applications.

**Working through the form**

* Ensure that you clearly state the full job title on your application form.
* If you are applying for a job share please tick the relevant box on the application form. Each individual will need to complete a separate application form.
* Think about what evidence you can provide to demonstrate you have the necessary knowledge, experience, skills and attributes to do the job. You may also want to include voluntary/unpaid work experience, or experience gained in a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the job.
* The section marked 'Supporting Statement' is particularly important. This is where you make your case for why you wish to apply for the job and what makes you a suitable applicant.  
  In this section it is important that you provide us with evidence to demonstrate that you possess the knowledge, experience, skills and attributes required as set out in the **person specification** for the job. It is not sufficient to merely state that you have the knowledge, experience, skills or attributes required, you will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.  
  You might find it helpful to address each of the items in the person specification separately in the order they have been listed to ensure you address them all.
* It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form.
* Do not forget to proof-read your form and check for any errors before returning it to us. Before sending in your form, it is advisable to take a copy for your own reference.

Please return your form to Fuel and ensure that it reaches us before 9am on the day of the closing date. Applications received after the closing date cannot be considered. If you are having problems returning your form by e-mail and don’t have time to post it, you may fax it to us, but please call to let us know you have done so and to check that it has been received.

**SHORTLISTING**

Shortlisting will take place as soon as possible after the closing date and is always carried out by at least two people.

Unfortunately, due to the high volume of applications expected we are unable to write back to all those who are unsuccessful at this stage or to give specific feedback on why you have not been shortlisted. If you have not heard from us within two weeks of the closing date, you should assume that your application has been unsuccessful on this occasion.

If you are shortlisted, we will normally contact you by telephone to invite you to interview. This will be confirmed by a letter or email which will outline full details of the selection process. This may include carrying out a selection exercise to test your ability to carry out specific requirements of the job.

In some instances it may be necessary to hold the selection process in two stages and applicants may be called back for a second interview. You will be given full details about the arrangements if it is decided that a second round of interviews is necessary.

All offers of employment at Fuel are made subject to receipt of satisfactory references. Additionally under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

**DATA PROTECTION ACT, 1998**

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. We are the data controller for your personal data and will ensure it is used and stored in accordance with the Data Protection Act (1998), the Privacy and Electronic Communication Regulations (2003) and as of the 25th of May 2018, the EU General Data Protection Regulation (EU 2016/679). If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided by you on the equal opportunities monitoring form will be used to monitor Fuel’s equal opportunities practices. By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Good luck with your application.