



Dear Applicant,

Please find enclosed an application pack for the position of **Production Manager**. The pack includes:

- Application Form
- Equal Opportunities Monitoring Form (online)
- Guidance for applicants

The closing date for receipt of completed applications is **10am on Monday 6th December**. We regret that applications received after that time will not be considered.

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

We want you to complete your application in a way that is comfortable for you. We will accept video and audio files that answer the questions listed in the application form. Please ensure your video or audio file is no longer than 5 minutes.

Shortlisted candidates will be contacted by phone or email. Interviews will be held on **Tuesday 7th December and if necessary second interviews on Thursday 9th December 2021** at Somerset House in London or via Zoom. Whilst we will work to accommodate every applicant, please do your best to ensure you may be available for this date.

We will confirm with all applicants whether they have been brought through to the interview stage or not.

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 our Executive Director, Ines Tercio on

ines@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 PDF attachment labelled 'YOUR NAME – PRODUCTION MANAGER' by e-mail to arrive by **10am on Monday 6th December 2021** to: admin@fueltheatre.com

APPLICATION FOR EMPLOYMENT

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

Post applied for:

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:

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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:
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SUPPORTING STATEMENT

Please write a statement explaining:

- Why are you applying for this position
- Draw 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:	Address:
Postcode:	Postcode:
Email:	Email:

Contact number:	Contact number:
Relationship to you:	Relationship to you:

May we request a reference May we request a reference

<input type="checkbox"/>	at any time	<input type="checkbox"/>	at any time
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<input type="checkbox"/>	only after an offer of employment	<input type="checkbox"/>	only after an offer of employment
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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 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.

EQUAL OPPORTUNITES

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.

Please complete this online survey [here](#).

DECLARATION

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

Signed:

Date
