



Dear Applicant,

Thank you for your interest in Fuel and in the role of **Executive & Fundraising Assistant**. Please find an application pack for the role which includes:

- Information on how to apply
- Application Form
- Link to Equal Opportunities Monitoring Form (completed online)

The closing date for receipt of applications is **6pm on Monday 5 May 2025**. We regret that applications received after that time will not be considered.

Please send both your completed application and your CV/résumé in .pdf or .doc format to admin@fueltheatre.com. Please name your files 'Your Name – Executive & Fundraising Assistant – CV / Application Form'.

We have prepared the job pack in a few formats (large print, print-friendly). Please let us know if you require the application pack in another format.

Please submit **only** this application form and your CV. Other materials (such as portfolios, letters of reference) will not be reviewed.

We want you to complete your application in a way that is comfortable for you. We will accept video and audio files that provide the information requested as detailed in this application pack. Please ensure your file is no longer than 5 minutes.

We are holding drop-in online question & answer session on Thursday 24 April at 3pm. If you would like to attend, please email admin@fueltheatre.com and we will send you the Zoom invitation link. Please let us know if you have any access requirements for this session.

Candidates selected for interview will be contacted by phone or email. First round interviews will be held on 8 May on Zoom. Second round interviews will take place in London in person on the 13 May. Whilst we will work to accommodate every candidate, please do your best to ensure you will be available for the interviews. Shortlisted candidates that are based outside London can request travel costs reimbursement if attending an in-person interview.

We will confirm with all applicants whether they have been brought through to the interview stage or not. We will circulate interview questions in advance of interviews.

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

If you have questions about the role, please contact Angela Bryan-Brown, Executive Assistant & Assistant Producer: angela@fueltheatre.com.

We look forward to receiving your application.

Best wishes,

Kate McGrath

Artistic Director & CEO of Fuel

Executive & Fundraising Assistant Application Form

Fuel is striving toward equal opportunities and welcomes applications from all sections of the community.

Personal Details

Surname:	Other names:
Pronouns (optional):	Name pronunciation (optional):
Address:	
Mobile telephone number:	E-mail address:
Home or other telephone number (if applicable):	

Current or Most Recent Employer (Paid or Unpaid)

The name of the organisation who employed you, and their location:	
Job title:	Start date:
Period of notice required/Leaving date if not now working:	
Reason for leaving:	

Please provide a brief outline of your main responsibilities:

CV/Résumé

Along with this application form, please attach your CV in a .pdf or .doc format. Please use simple/basic formatting and do not include a photograph of yourself. Please do include:

Your **previous employment (paid and/or unpaid)**, including:

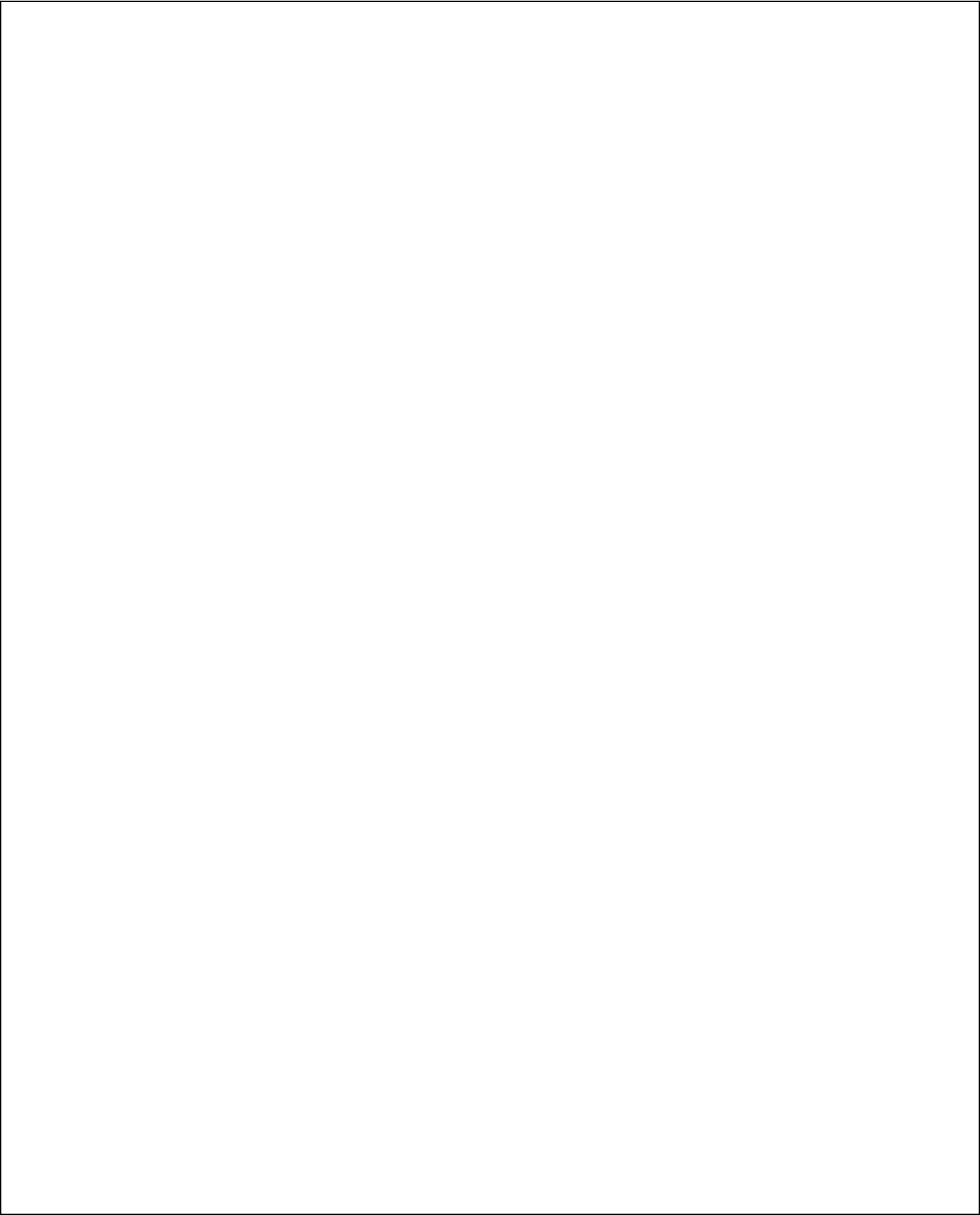
- Dates of employment
- Organisation name, location
- Job title and brief details of main responsibilities
- Reason for leaving (for your most recent role **only**)

Your **education, training and professional qualifications**, including:

- Date obtained
- Name of training provider, college, university etc.
- Qualification obtained

Supporting Statement

Please write a statement (no more than 1 side of A4 paper) explaining why you are applying for this position. Draw on your personal and work experience, education and training, and how you meet the requirements set out in the Job Description and Experience and Skills sections of the Job Pack.



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 employer, or your 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 where they work:	Name of organisation where they work:
Occupation/job title:	Occupation/job title:
Email:	Email:
Contact telephone number:	Contact telephone number:
What is their relationship to you?	What is their relationship to you?

May we request a reference:

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

May we request a reference:

Access Requirements

Please let us know of any specific requirements you have so that you can participate in our selection process effectively.

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Interview Availability

Please let us know if you are **not** available for the listed interview dates. If applicable, please let us know when you would be available to interview.

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Right to Work in the UK

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.

If you require a work permit to work in the UK, please type **YES** here: _____

If you currently have a work permit, please provide any relevant details:

Unspent Convictions or Cautions

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 Productions Ltd. This information will be treated as confidential and will not necessarily preclude you from employment.

Equal Opportunities

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 anonymised and confidential, and not connected to your application or any part of the selection process.

Please complete the online form [here](#).

Declaration

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

Signed:

Date:

Please send both this completed application form and your CV/résumé in .pdf or .doc format to admin@fueltheatre.com. Please name your files 'Your Name – Executive & Fundraising Assistant – CV / Application Form' by **6pm on Monday 5 May 2025**.