Please complete this Application Form along with a Personal Details Form, and return them as separate attachments to jobs@openairtheatre.com. Please put the title of the vacancy in the subject field. Alternatively, you can post these forms to Job Applications, Stage Door Gate, Open Air Theatre, Inner Circle, Regent’s Park, London, NW1 4NU.

1. Please state the post for which you are applying:

|  |
| --- |
| Visitor Services Assistant (Box Office) |

2. Using the information provided in the Recruitment Pack, please give us details of your skills and experiences in order to show us your suitability for the position for which you are applying.

*Please continue on a separate sheet if required.*

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3. Please outline any achievements of which you are particularly proud. They can be from any aspect of your life.

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4. Please list your present or most recent employment.

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| --- | --- | --- | --- |
| **Employer** | **Job Title and Main Responsibilities** | **Dates of Employment** | **Notice Period** |
|  |  |  |  |

5. Please list all previous employment in chronological order with the most recent first.

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| --- | --- | --- | --- |
| **Employer** | **Job Title and Main Responsibilities** | **Dates of Employment** | **Reason for Leaving** |
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6. Please list any training or qualifications you have undertaken which you consider **relevant** to the post, starting with the most recent.

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| --- | --- | --- |
| **Dates** | **Establishment** | **Training or Qualification** |
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7. Please list any relevant professional bodies of which you are a member.

|  |  |  |
| --- | --- | --- |
| **Name of Body** | **Membership Status** | **Dates** |
|  |  |  |
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**Please return your completed Personal Details Form and Application Form as separate attachments to** **jobs@openairtheatre.com** **by the deadline stated in the Recruitment Pack.** Alternatively, you can post these forms to Job Applications, Stage Door Gate, Open Air Theatre, Inner Circle, Regent’s Park, London, NW1 4NU. Please note that late applications will not be accepted.

The Personal Details Form can be found at [www.openairtheatre.com/jobs](http://www.openairtheatre.com/jobs).

Please also complete our Equal Opportunities Data Collection Form here: <https://www.surveymonkey.com/r/T83HXNK>.