Please complete this Personal Details Form along with an Application 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.

This Personal Details Form will not be provided to those shortlisting applicants for interview.

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

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|  |

2. Please provide the following personal information:

|  |  |
| --- | --- |
| Surname: |   |
| First name(s): |   |
| Preferred Pronouns: |  |
| Address: |   |
|   |   |
| Postcode: |   |
| Telephone (Home): |   |
| Telephone (Mobile): |   |
| E-mail: |   |
| National Insurance Number: |   |

3. Please give details of two referees. We may contact either referee at any stage once you have submitted your application, unless you indicate otherwise.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |   | Name: |   |
| Job Title: |   | Job Title: |   |
| Company: |   | Company: |   |
| Address: |   | Address: |   |
|   |   |   |   |
|   |   |   |   |
| Postcode: |   | Postcode: |   |
| Telephone: |   | Telephone: |   |
| E-mail: |   | E-mail: |   |
| May we contact them prior to interview? |   | May we contact them prior to interview? |   |

4. Please declare any unspent convictions:

*In accordance with the Rehabilitation of Offenders Act, ‘spent’ convictions need not be declared. If you require further information about whether a conviction is spent or unspent, please visit the following link:* [*https://www.gov.uk/exoffenders-and-employment*](https://www.gov.uk/exoffenders-and-employment)*.*

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|  |

5. Where did you hear about this vacancy?

|  |
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|  |

I declare that I am eligible to work in the United Kingdom and, if necessary, hold a relevant Work Permit.

I declare that the above details, as well as those provided in both my Application Form and Equal Opportunities Data Collection Form (<https://www.surveymonkey.com/r/T83HXNK>), are true to the best of my knowledge and belief.

I accept that providing deliberately false information could result in my dismissal if I am subsequently employed by Regent’s Park Open Air Theatre.

Signature: Date:

**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 Application 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>.