Thank you for your interest in the **Stage Door Keeper** role at the Unicorn Theatre.

Please read through the job description and person specification, and use the application form below to apply (we do not accept CVs or cover letters in place of this). Page 5 is your opportunity to demonstrate your suitability for the job, and tells us a bit about why you want to work with us.

If you would like more information or an informal chat about the post, please contact Amy Smith, General Manager on 020 7645 0561.

Once you have completed your application and equal opportunities monitoring form, please return them to [jobs@unicorntheatre.com](mailto:jobs@unicorntheatre.com).

The Unicorn Theatre is supported using public funding by Arts Council England. We are committed to being an equal opportunities employer. We particularly encourage applications from Black candidates, and candidates from diverse ethnic backgrounds, as these groups are underrepresented in our organisation as well as the wider theatre sector.

All disabled candidates who demonstrate that they meet the essential criteria will be invited for an interview, in accordance with the Equalities Act 2010. Please note in the appropriate place on the application form if we need to make special arrangements in order for you to attend an interview.

In line with current best practice guidelines, your application will be kept securely on file at the Unicorn for 6 months after the application deadline, after which it will be securely disposed.

**Closing date for applications**: Noon, Wednesday 2 Feb 2022  
**Interviews**: Tuesday 8 and Wednesday 9 February 2022  
  
We expect that interviews will need to be a blend of in-person and Zoom – please specify in your application if you require / prefer one format over the other.

**If you require this application form in a different format because of an impairment or disability, please get in touch with jobs@unicorntheatre.com**

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**Application for the post of:**

Please complete this form in type or black ink. **Please do not attach your CV.**

This front page will be removed during the shortlisting process, and will not be read as part of your application.

**Personal Details**

Surname:

First (or preferred) Name:

Address:

Home/Mobile phone:

Email address:

What is the best way to get in touch with you?: (e.g. phone/email)

**References**

Please give names and addresses of two referees, one of whom should be your current or most recent employer. If you have not been in paid employment please give the Head of Education or training establishment, and/or manager of a voluntary group for whom you have worked.

**Referee 1**

Name:

Organisation:

Phone number:

Email Address:

Are you happy for this referee to be approached before a firm offer of employment has been made (please delete as appropriate) **YES/NO**

**Referee 2**

Name:

Organisation:

Phone number:

Email Address:

Are you happy for this referee to be approached before a firm offer of employment has been made (please delete as appropriate) **YES/NO**

**References will only be taken up for candidates who are short listed.**

**Most recent employment** (paid or unpaid)

Position held:

Name of organisation:

Address:

Date started: Until:

Notice required:

Brief description of duties:

Reason for leaving (or seeking other employment):

**Previous employment/experience** (paid or unpaid) Please give details of previous employment or work experience, putting the most recent first, and continue on one additional A4 sheet if you need more space to summarise your work history.

**Position held:**

Name of Organisation:

Address:

Date started: Until:

Brief description of duties:

Reason for leaving:

**Position held:**

Name of Organisation:

Address:

Date started: Until:

Brief description of duties:

Reason for leaving:

|  |
| --- |
| **Education and Qualifications, Training and Professional Development.**  Please list your qualifications, professional or otherwise, and any professional development or training you would like to highlight. Please give date, training provider and details of qualification. |

**Supporting Statement**

Use this space to tell us why you are applying for the job, how your skills and experience make you suitable, and why you would like to work with us. Please ensure you make specific reference to the job description and person specification in demonstrating your suitability. You may continue on one A4 sheet.

**All disabled candidates who demonstrate that they meet the essential criteria will be invited for an interview, in accordance with the Equalities Act 2010.**

Are you a Disabled applicant? (please delete as appropriate) **YES/NO**

If shortlisted, do you require any special arrangements to enable you to attend interview? **YES [please give details below]/NO**

In accordance with the Asylum and Immigration Act 1996, we are required to see proof of your right to work in the UK. We will request this once an offer of employment has been made. Do you require a work permit in order to work in the UK? (please delete as appropriate) **YES/NO**

Please give details of any criminal convictions you have had, excluding any considered ‘spent’ under The Rehabilitation of Offenders Act 1974, or minor motoring offences.

**Declaration**

I confirm that to the best of my knowledge the information on this form is true and correct

and can be treated as part of any subsequent Contract of Employment.

Signed: Date:

Please return the completed application and Equal Opportunities Monitoring Form (below) to [jobs@unicorntheatre.com](mailto:jobs@unicorntheatre.com).

**EQUAL OPPORTUNITIES MONITORING – CANDIDATE**

The Unicorn Theatre is a committed to being an equal opportunities employer. It is not obligatory but by completing this you will help us monitor the effectiveness of our reach and allow for the collation and reporting of sensitive data to effect change where it is needed (we would much prefer you answer ’prefer not to say’ in all categories than not complete the form at all). The categories we use are taken from the Arts Council England standard reporting criteria – if you would like to suggest a different category, please do add it in.

**The data from this form is kept confidentially for 6 months after an application deadline - Please mark an ‘x’ in the appropriate box.**

**GENDER**

|  |  |  |  |
| --- | --- | --- | --- |
| Male |  | Prefer not to say |  |
| Female |  |  | |
| Non Binary |  | Please check this box if your gender is different to the sex you were assumed to have at birth |  |

**ETHNIC BACKGROUND**

|  |  |
| --- | --- |
| Prefer Not To Say |  |
| **ASIAN / BRITISH ASIAN** | | | | | |
| Indian |  | Bangladeshi |  | Any other Asian background |  |
| Pakistani |  | Chinese |  |  |  |
| **BLACK / BLACK BRITISH** | | | | | |
| African |  | Caribbean |  | Any other black background |  |
| **MIXED** | | | | | |
| Black Caribbean & White |  | Black African & White |  | Asian & White |  |
| Any other mixed background |  |  |  |  |  |
| **WHITE** | | | | | |
| British |  | Gypsy or Irish Traveller |  |  |  |
| Irish |  | Any other white background |  |  |  |
| **OTHER** | | | | | |
| Arab |  | Latin American |  | Any other ethnic group |  |

**AGE** - Please enter your date of birth:

|  |
| --- |
|  |

**ARE YOU A DISABLED PERSON?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Visual Impairment/Blind |  | Mental Health |  | Not disabled |  |
| Hearing Impairment/Deaf |  | Invisible Disabilities |  | Prefer Not To Say |  |
| Physical Impairment |  | Cognitive or Learning Disabilities |  | Other |  |
|  |  | Long-term health condition |  |  |  |

**DO YOU IDENTIFY AS NEURODIVERSE?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | Prefer not to say |  |
| No |  |  | |

**SEXUAL ORIENTATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Prefer Not To Say |  | Gay man |  | Lesbian / gay woman |  |
| Heterosexual / straight |  | Bisexual |  | Queer (other than above) |  |
| I would describe it as: |  | | | | |

**SOCIO-ECONOMIC BACKGROUND**

Please enter the occupation of the main/highest income earner in their household when you were 14 years old.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Long-term unemployed (for more than a year) |  | Routine Manual and Service Occupation (eg. driver, cleaner, porter, packer, labourer, bar / waiting staff) |  | Clerical / Intermediate Occupation (eg. secretary, call centre, nursery nurse) |  |
| Short-term unemployed (for a year or less) |  | Semi-Routine Manual and Service Occupation (eg. postal worker, machine operative, security guard, farm worker, receptionist, catering assistant) |  | Modern Professional Occupation (eg. teacher, nurse, social worker, actor, musician, police officer) |  |
| Traditional professional occupation (solicitor, accountant, doctor, engineer) |  | Technical and Craft Occupation (eg. mechanic, plumber, printer, gardener, train driver) |  | Retired |  |
| Middle or Junior Manager (office manager, retail manager, bank manager, publican) |  | Senior Manager / Administrator (eg. chief executive, finance manager) |  | Not applicable |  |
| Prefer not to say |  | Other – please specify: |  | Don’t know |  |

**HOW DID YOU HEAR ABOUT THIS POST?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Arts Jobs |  | Guardian Jobs |  | Employ SE1 |  |
| Website |  | Word of Mouth |  | Friend or relative |  |
| Social Media |  | Other (please detail) |  | | |

**NAME**

|  |
| --- |
|  |

**POSITION YOU ARE APPLYING FOR**

|  |
| --- |
|  |

**POSTCODE**

|  |
| --- |
|  |