Thank you for your interest in the role of **Payroll and Finance Administrator** at London Theatre Company.

How to apply

1. Read the Job Description and Person Specification
2. Complete the Application Form, we do **not** accept CVs (if this form is not an appropriate application method for you because of an impairment or disability, please contact us) and Equal Opportunities Monitoring Form
3. The top sheet containing your personal information will be removed before short-listing. Please do not add your name to any of the other sheets.
4. Please send your completed appication form with a completed Equal Opportunities Form to **recruitment@londontheatrecompany.co.uk** with the job title **Payroll and Finance Administrator** in the subject line
5. **The deadline for applications is Tuesday 4th May, 9am.** Any application forms received after the deadline below may not be included in the recruitment process.

Interviews will take place from Thursday 6th May 2021.

**All personal details contained on this top sheet are removed before short-listing. Please do not add your name to any other sheets**

**POST APPLIED FOR:** Payroll and Finance Administrator

**PERSONAL DETAILS**

Title:

Surname:

First Name :

Address:

Postcode:

Telephone:

E-Mail:

**Right to work in the UK**

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.

Do you require a work permit to work in the UK? Yes / No (delete/ circle as applicable)

**Referees**

Please supply the names, full postal address and telephone numbers of two people who can give you a reference. At least one of these should be your current or most recent employer.

Name:

Address :

Postcode :

E-mail:

Telephone:

Relationship to you:

*May we approach this person before the offer of the post? Yes / No*

Name:

Address :

Postcode :

E-mail:

Telephone:

Relationship to you:

*May we approach this person before the offer of the post? Yes / No*

Signed: Date:

**EMPLOYMENT HISTORY**

**Current or most recent employment**

Please provide details of your current or most recent job, including a brief description of your role there. If you are a school leaver or recent graduate, please tell us about your most recent work experience.

**Employer’s name:**

**Employer’s Address:**

**Job Title:**

**Salary:**

**Start Date:**

**Leaving date, if not now working:**

**Please give a brief outline of your responsibilities:**

**Reason for leaving:**

**Notice period:**

**Previous employment**

Please give details of any further employment experience you may have had with the most recent post first (freelancers with a large number of short term contracts may wish to select their most relevant work experience). Please continue on separate sheets if necessary.

**Employer’s name:**

**Employer’s Address:**

**Job Title:**

**Salary:**

**Start Date:**

**Leaving date:**

**Please give a brief outline of your responsibilities:**

**Reason for leaving:**

**Employer’s name:**

**Employer’s Address:**

**Job Title:**

**Salary:**

**Start Date:**

**Leaving date:**

**Please give a brief outline of your responsibilities:**

**Reason for leaving:**

**Employer’s name:**

**Employer’s Address:**

**Job Title:**

**Salary:**

**Start Date:**

**Leaving date:**

**Please give a brief outline of your responsibilities:**

**Reason for leaving:**

**EDUCATION AND TRAINING**

**Educational achievements**

|  |  |  |
| --- | --- | --- |
| **Dates attended**  | **School / College / University**  | **Qualification and Grade**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Training**

Please detail any relevant training courses completed or personal development which are relevant to the post

|  |  |  |
| --- | --- | --- |
| **Date**  | **Course Provider**  | **Level Achieved**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SUPPORTING STATEMENT – Experience, skills and interests**

Please use this section to explain why you want to work for the Bridge Theatre, detailing relevant skills and experience to demonstrate your suitability for the position. Please continue on additional sheets if necessary.

**CRIMINAL RECORD**

Have you been convicted of any criminal offences which are not yet spent under the Rehabilitation of Offenders Act 1974?

( ) Yes ( ) No

If yes, please give further information.

Are you facing any criminal prosecutions?

( ) Yes ( ) No

If yes, please give further information.