**ROLE APPLIED FOR:**

## **COVER SHEET: Personal Details**

|  |  |
| --- | --- |
| Name: | Email:  |
| Address: Postcode: | Mobile:  |
| Day time number if different from mobile: |

I confirm that the details given in the attached cover letter and CV are accurate:

Signed: Date: (Electronic Signature accepted)

**Eligibility to work in the UK.**

We have a legal responsibility to ensure that all our workers and employees have the legal right to live and work in the UK. Please see the section on **Right to Work** in our [Information for Candidates](https://www.oxfordplayhouse.com/information-for-candidates).

**Are you legally authorised to work in the UK? Yes No**

**Is this subject to a work permit or visa? Yes No**

**Criminal Record Disclosure**

Oxford Playhouse’s is an equal opportunities employer, committed to the fair treatment of job applicants and staff including people who hold a criminal record. We use both self-disclosure and the Criminal Records Bureau (DBS) to help assess the suitability of applications for positions of trust. Please see the section on **Disclosure Statement** in our [Information for Candidates.](https://www.oxfordplayhouse.com/information-for-candidates)

**Do you have a criminal record Yes No**

**If you have responded yes, please provide a brief statement of offence:**

If you are selected for an interview, we will pass this information on to the panel, and they may ask you questions in relation to this disclosure if deemed relevant to the job you are applying for.

## **REFERENCES AND ACCESS REQUIREMENTS**

**We will only pass on information regarding referees and access requirements after the panel has selected candidates for interview.**

**References**

Please give the names and addresses of two people who may be contacted in respect of your application. If you are in employment, one referee should be a senior member of that organisation.

|  |  |
| --- | --- |
| Name: | Name: |
| Relationship: | Relationship: |
| Contact address (including company name): | Contact address (including company name): |
| Tel no: | Tel no: |
| Email: | Email: |
| May we contact at interview stage Yes/No | May we contact at interview stage Yes/No |

**Please advise us of any access requirements you have, should we select you for interview.**

## **PERSONAL STATEMENT**

Drawing on previous experience, please explain how your skills and knowledge are relevant to this role and why you think you will excel in this position at Oxford Playhouse. (Please refer to the advertised role’s responsibilities, person specification and desirable skills and attributes to respond to this question.) Continue on a separate sheet if necessary (please do not submit more than one additional side of A4).

## **PLEASE INSERT YOUR CV AT THIS POINT**

Continue on a separate sheet, if necessary, please do not submit more than one additional side of A4

Details **MUST** include details of your **present or most recent employment**, together with a **summary of your responsibilities**, **dates** of employment, your **job title**, **notice required** and **current salary**. Please also include reasons for you leaving positions.

Include any qualifications you hold (including professional training undertaken), awarding bodies and dates of those qualifications.

**DO NOT** include personal details i.e., name, date of birth or address.

# **EQUAL OPPORTUNITIES RECRUITMENT MONITORING FORM**

Oxford Playhouse is committed to ensuring our workforce, audience and artists truly reflect the city and region we live in. We believe diversity in our workforce is vital for our continued success and ability to attract artists, collaborators, and audiences from diverse backgrounds, with a range of experience. We are committed to being an equal opportunities employer, ensuring that all job applicants and staff are treated equally, within an inclusive organisational culture.

By responding to the questions below you will help us monitor the effectiveness of our recruitment process and our ability to attract applicants from a diverse candidate pool, to help us achieve much needed parity in the arts and cultural sector. We are also required to collate and report equality, inclusion, and representation metrics, as part of funding agreements with our core funders (including Arts Council England).

We understand that information disclosed in this form is sensitive. This form will be detached from your application, remain anonymous and treated as confidential, for monitoring purposes only. It will not form part of this selection process. All data will be used and stored in accordance with the General Data Protection Regulation 2018. For further information regarding Oxford Playhouse’s Privacy Policy, please contact recruitment@oxfordplayhouse.com

For efficiency, simplicity and to maintain anonymity, we use an on-line monitoring form.

[Equal Opportunities form 2025/26](https://forms.office.com/e/3d0jXGxRUM)

If you do not wish to answer one or more questions, please select “prefer not to say”. Thank you for providing this information to help us ensure we live our vision to be a **Playhouse for Everyone**.

**Please tick the box to confirm you have completed the on-line form** □

### **CANDIDATE PRIVACY NOTICE**

Oxford Playhouse is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. Please refer to our full **Data Privacy Notice** at the [link here](https://www.oxfordplayhouse.com/oxford-playhouse-candidate-privacy-notice).

The policy makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the Data Protection Legislation.

**Please tick the box to confirm you have read the on-line Data Protection Policy** □