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**Personal Details Form**

* Please complete all sections and read all questions carefully.
* This may be photocopied – please **type** or use **black ink**.

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| --- | --- |
| **Position applied for:** | **Digital Project Manager** |
| **Closing Date:** | **10am, Wednesday 25th April 2018** |
| **Interview Dates:** | **w/c 30th April 2018** |

**Personal Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** |  | **Surname** |  | **Forename(s)** |  |
| **Address** | |  | | **Postcode** |  |
| **Mobile number** |  |
| **Telephone number** |  |
| **Email Address** | | | |  | |

**General Information**

|  |  |
| --- | --- |
| **Are you currently employed by The Roundhouse?** |  |
| **If yes, please give details** |  |
| **Have you ever been dismissed or asked to resign from any employment?** |  |
| **If yes, please give details** |  |
| **Are you a British Citizen or a national of any EU country?** |  |
| **If not, do you have the right to work within the UK and a current work permit** |  |
| **ELIGIBILITY TO WORK IN THE UNITED KINGDOM**  **Section 8 of the Asylum and Immigration Act 1996 requires all employers in the United Kingdom to make basic document checks on every person they intend to employ. By making these checks, employers can be sure they will not break the law by employing illegal workers.** | |

**Declaration**

|  |  |
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| I certify that the information given on this form is, to the best of my knowledge, true and complete. I consent to members of the Roundhouse using the personal data in this form for the purposes set out in accordance with the Data Protection Act 1998 and the Human Rights Act 1998. | |
| **Applicants Signature:** | **Date:** |

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**Equal Opportunities Monitoring Form**

The Roundhouse is committed to equal opportunities in employment. Recruitment and selection procedures are monitored to ensure that individuals are selected on merit and there is no unfair treatment. To assist us in implementing and monitoring the policy, please answer the following questions.

Your reply will be treated in confidence and this sheet will be removed before

any assessment of your application takes place for short-listing purposes.

|  |  |
| --- | --- |
| **How did you hear about this opportunity?** |  |

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| --- | --- | --- | --- | --- | --- |
| **Gender** | [ ] Male [ ] Female  [ ] Non-Binary  [ ] Trans-Female  [ ] Trans-Male  [ ] Prefer not to say | | **Age** | |  |
| **Do you consider yourself to have a disability?** | | [ ] Yes [ ] No | | | |
| **Sexual Preference** | | **Religion** | | | |
| [ ] Heterosexual  [ ] Gay  [ ] Lesbian  [ ] Bisexual  [ ] Pansexual  [ ] Questioning  [ ] Other  [ ] Prefer not to say | | [ ] Agnostic [ ] No Religion  [ ] Buddhist [ ] Prefer not to say  [ ] Christian  [ ] Hindu  [ ] Jewish  [ ] Muslim  [ ] Sikh  [ ] Spiritual | | | |
| **Nationality** | |  | | | |
| **Ethnic Group (please choose ONE section )** | | | | | |
| **White** | | **Mixed** | | | |
| [ ] British [ ] Irish [ ] Another white background  (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | [ ] White and Black Caribbean [ ] White and Black African [ ] White and Asian [ ] Another mixed background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Black** | | **Asian** | | | |
| [ ] Caribbean [ ] African [ ] Another black background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | [ ] Indian [ ] Pakistani [ ] Bangladeshi [ ] Chinese [ ] Another Asian background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Another Ethnic Group** | |  | | | |
| [ ] Other ethnic group (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | | | |
| **Convictions**  In the event of a successful application an Enhanced Disclosure and Barring Service (DBS) check will be requested from the candidate as a condition of appointment. Please note a criminal conviction will not necessarily be a bar to obtaining a position. | | | | | |
| **Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?** | | | | [ ] Yes [ ] No | |