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**PERSONAL INFORMATION AND MONITORING FORM**

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| --- | --- |
| Post applied for | Digital Producer (Share Sound 2020/21) |

**1 Personal details**

|  |  |  |
| --- | --- | --- |
| Surname | |  |
| Other names | |  |
| Address line 1 | |  |
| Address line 2 | |  |
| Address line 3 | |  |
| Postcode | |  |
| Home phone number |  |  |
| Work phone number |  |  |
| Mobile phone number |  |  |
| Home email address |  |  |
| Work email address |  |  |

Please mark the box next to the email address and phone number by which you would prefer us to contact you.

**2 Referees**

Please give the name and address of two referees. Where possible, referees should have known you in a professional capacity.

|  |  |
| --- | --- |
| Name |  |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Postcode |  |
| Phone number |  |
| Email address |  |
| Occupation |  |

May we request this reference:

At any time 🞎 Only after the offer of employment 🞎

|  |  |
| --- | --- |
| Name |  |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Postcode |  |
| Phone number |  |
| Email address |  |
| Occupation |  |

May we request this reference:

At any time 🞎 Only after the offer of employment 🞎

**3 Declaration and consent**

The information you have provided as part of this application will be held securely during the recruitment process. Personal data on unsuccessful candidates will be destroyed six months after the recruitment process has ended. All personal data will be stored in accordance with current UK data protection legislation.

By submitting this application, you consent to your personal data being held as stated above and confirm that the information you have provided is accurate.

**Where to send your application**

Please email your application form to **Becky West, Regional Producer – North**

[becky@orchestraslive.org.uk](mailto:becky@orchestraslive.org.uk)

Deadline for receipt of applications: **Monday 18 January 2021 at 9am**

Please do not submit your application in hard copy.

**Equality and diversity monitoring**

We are committed to having a team and Board that reflects the community we serve and welcome applications from all sections of the community and anywhere in England. We would appreciate it if you would answer the following questions to help us monitor the effectiveness of our recruitment policies. Thank you.

|  |  |
| --- | --- |
| **Post applied for** | Digital Producer (Share Sound 2020/21) |

|  |
| --- |
| **How did you find out about the post?** |
|  |

|  |  |
| --- | --- |
| **Date of birth** |  |
| **Age** |  |
| **Gender** Male |  |
| Female |  |

Please select the ethnic category that best represents you.

**White**

🞎 British

🞎 Irish

🞎 Any other White background, please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asian or Asian British**

🞎 Asian Bangladeshi

🞎 Asian Indian

🞎 Asian Pakistani

🞎 Any other Asian background, please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Black or Black British**

🞎 Black African

🞎 Black Caribbean

🞎 Any other Black background, please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chinese or other ethnic group**

🞎 Chinese

🞎 Any other, please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dual Heritage**

🞎 Dual Asian and White

🞎 Dual Black African and White

🞎 Dual Black Caribbean and White

🞎 Any other background, please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you consider yourself to have a disability?**

🞎 Yes

🞎 No