

Guidance Notes for your Application

For this role, we would like you to send through the following:

1. Completed Equal Opportunities Monitoring form.
2. Completed application form.
3. Completed personal details form.

Address for applications

Please send your completed forms to jobs@sohotheatre.com with SBOC2018 in the subject line.

Postal applications will not be accepted.

When completing your application form, please consider the person specification in the job description. **We will shortlist for the position based on how closely candidates match the person specification.**

We regret we are unable to contact every applicant individually. We will only contact those candidates chosen for interview. If you have not heard from us within four weeks of the closing date, please assume your application has been unsuccessful on this occasion. Due to the expected volume of applications, we will not be able to provide a receipt of application.

Deadline for applications

Midnight on Friday 19 January 2018.

Access and Diversity

We are committed to making sure that all job applicants and employees receive equal and fair treatment, regardless of age, race, gender, religion, sexual orientation, disability or nationality. We are committed to meeting access requirements; just let us know what you need.

If you would like submit your application in another format please contact HR on 020 7478 0143 or email jobs@sohotheatre.com to discuss suitable alternatives.

If you require arrangements to be made to enable you to attend an interview, please mention this on the relevant section of the personal details form.

Please be assured that the equal opportunities monitoring form will be detached from your application and will not be used for short listing.

Data Protection

The information you give will be used to create a shortlist for interviews and to inform our decision of who to appoint. All your details will be held securely and access limited only to those involved in the recruitment process. Your application will be kept on file for at least



three months after the closing date and destroyed no later than twelve months after the closing date.

If any job opportunities arise in the future which we think you may be suitable for we may send you details of the vacancy. Signature of the personal details form indicates your consent to your data being used in this manner.

Thank you and we wish you the best of luck!