Thank you for your interest in working at the Young Vic.

We look forward to receiving your application.

**How to Apply**

1. Read the Job Description and Person Specification.
2. Complete the Application Form. We do not accept CVs.
3. Please ensure that in your ‘Supporting Information’ section of the Application Form, you tell us how you meet the skills in the Person Specification.
4. If you would like any further information, have any specific requirements or would like to discuss any aspect of the role in confidence, please contact Reception on 020 7922 2800 and they will direct your call.
5. Once you have completed the Application Form and Monitoring Form for Equal Opportunity, please email your application form to **recruitment@youngvic.org** putting the job title in the subject box.
6. Any application forms received after the deadline may not be included in the recruitment process.
7. If this form is not an appropriate application method for you because of an impairment or disability, please contact us to make alternative arrangements.

We will reply to all applications

The Young Vic is an equal opportunities employer



*Please write or type in black ink.*

**Post Applied for:** People Coordinator

**Personal Details:**

Surname Preferred title (e.g. Mr, Mrs, Ms, Mx)

First Name Preferred pronouns (e.g. she, he, her, him, they)

Address

Town Postcode

Telephone Daytime: Mobile:

E-Mail

Do you require a work permit to work in the UK? Yes / No (Asylum & Immigration Act 1996)

**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: Relationship to you:

Address

Postcode

Job Title

Telephone E-mail

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

Name: Relationship to you:

Address

Postcode

Job Title

Telephone E-mail

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

Signed: Date:

**Current or Most Recent Employment**

Name of Organisation :

Post or Job Title:
Please indicate if paid or unpaid:

Please indicate if full-time or part-time:

Date Started working for this organisation:

Notice period:

Leaving date, if not now working:

Please give a brief outline of your responsibilities:

**What is/was your reason for leaving or seeking other work?**

**Previous Employment** – please indicate if paid or unpaid.

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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | Name of Organisation | Paid/Unpaid | Full-time / Part-time | Job Title, Main Responsibilities and reason for leaving |
|  |  |  |  |  |

 **Educational Achievements**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Establishment  | Course | Qualification |
|  |   |  |  |

**Educational Achievements continued**

Please detail any additional qualifications or relevant training courses you have attended.

**Please outline any achievements of which you are particularly proud. They can be from any aspect of your life.**

**Supporting Information – Experience, Skills & Interests**

Please outline why you have applied, any experience which may be relevant, what appeals to you about this post or the Young Vic, and why you feel that you are
a suitable candidate for this post. Please continue on additional sheets if necessary.

Please complete the Monitoring Form for Equal Opportunity by clicking on the link below:

[Monitoring Form for Equal Opportunity](https://forms.office.com/Pages/ResponsePage.aspx?id=A-5VuLENQEWT9dpwaryP7EYggA1k6-RKjEF1-LNEkMBUM0dHV09FRlg2R1hUTTNPRVNMWkcwN0RBWS4u)

Email your completed application form to recruitment@youngvic.org