**![Icon

Description automatically generated]()Youth Theatre Arts Scotland  
Application Form**

To apply for the position of **Administrator (part time)** with Youth Theatre Arts Scotland (YTAS), please complete this form and after saving a copy for your own records, email it to [recruitment@ytas.org.uk](mailto:recruitment@ytas.org.uk) no later than **9am on Monday 11 July 2022**.

We are not able to accept CVs.

Please refer to the **Job Information Pack** when you complete the personal statement section.

You will receive an email to acknowledge that we have received your application.   
We will contact you again after the closing date to let you know if we would like to invite you for interview.

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| **Important: please read before submitting application**  By submitting this application form you agree to the following statement:  **I certify that all statements made by me on this form are true and complete to the best of my knowledge. I realise that if I am employed and it is found that such information is untrue, my appointment may be reviewed and this could lead to dismissal.** |

**Privacy Notice:** *YTAS will use the information you provide solely for the intended reason it was collected. All copies, physical and electronic, will be destroyed six months after the closing date if your application is unsuccessful.*

**All sections of this form should be completed.**

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| **Where did you find out about this job?** |  |

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| --- | --- |
| **Your name:** |  |
| **Your address:** |  |
| **Your phone number:** |  |
| **Your email address:** |  |

**Declaration:**

I declare that to the best of my knowledge the information contained within this form is accurate and true **and** that there are no restrictions on my ability to work in the UK that would be prevent me taking up this post.

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| **Signature\*:** |  |
| **Date:** |  |

\*an electronic signature is fine.

**References:**

Please give the names and contact details of two people who can comment on your suitability for this post. One must be your current or most recent employer. We will only contact referees after interview, and if you are offered the job.

**Referee 1:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee Name:** |  | **Job Title:** |  |
| **Work Address:** |  | **Email:** |  |
| **Phone:** |  | **Relationship**  **to you:** |  |

**Referee 2:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee Name:** |  | **Job Title:** |  |
| **Work Address:** |  | **Email:** |  |
| **Phone:** |  | **Relationship**  **to you:** |  |

**Employment History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current / Most Recent Employment** | | | | |
| **Name of current/**  **most recent employer:** |  | | | |
| **Address:** |  | | | |
| **Dates employed:** | **From:** |  | **To:** |  |
| **Position held:** |  | | | |
| **Current salary:** |  | | | |
| **Notice period:** |  | | | |
| **Main duties and responsibilities:** | | | | |
|  | | | | |
| **Reason for leaving or considering leaving:** | | | | |
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| --- | --- | --- | --- | --- |
| **Previous Employment 1** | | | | |
| **Name of employer:** |  | | | |
| **Address:** |  | | | |
| **Dates employed:** | **From:** |  | **To:** |  |
| **Position held:** |  | | | |
| **Current salary:** |  | | | |
| **Notice period:** |  | | | |
| **Main duties and responsibilities:** | | | | |
|  | | | | |
| **Reason for leaving or considering leaving:** | | | | |
|  | | | | |
| **Previous Employment 2** | | | | |
| **Name of employer:** |  | | | |
| **Address:** |  | | | |
| **Dates employed:** | **From:** |  | **To:** |  |
| **Position held:** |  | | | |
| **Current salary:** |  | | | |
| **Notice period:** |  | | | |
| **Main duties and responsibilities:** | | | | |
|  | | | | |
| **Reason for leaving or considering leaving:** | | | | |
|  | | | | |
| **Previous Employment 3** | | | | |
| **Name of employer:** |  | | | |
| **Address:** |  | | | |
| **Dates employed:** | **From:** |  | **To:** |  |
| **Position held:** |  | | | |
| **Current salary:** |  | | | |
| **Notice period:** |  | | | |
| **Main duties and responsibilities:** | | | | |
|  | | | | |
| **Reason for leaving or considering leaving:** | | | | |
|  | | | | |
| **Previous Employment 4** | | | | |
| **Name of employer:** |  | | | |
| **Address:** |  | | | |
| **Dates employed:** | **From:** |  | **To:** |  |
| **Position held:** |  | | | |
| **Current salary:** |  | | | |
| **Notice period:** |  | | | |
| **Main duties and responsibilities:** | | | | |
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| **Reason for leaving or considering leaving:** | | | | |
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| **Education** | | | | | |
| **Name of institution** | **Qualification** | | **Subjects(s)** | | **Grade and  year obtained** |
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| **Membership of professional bodies** | | | | | |
| **Name of**  **professional body** | | **Description of membership** | | **Date awarded** | |
|  | |  | |  | |
| **Specialised training** (relevant to your application) | | | | | |
| Such as further study, Continuing Professional Development (CPD). Give any qualifications obtained and date of award | | | | | |
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| **Personal Statement** |
| Use this section to explain how your skills and experience **meet all the elements of the person specification in the job description**. You should do this by **providing specific examples**.  *(Please limit this to no more than 3 pages of Arial 12pt font)* |
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| **Other Information** |
| Please use this section to provide any additional information you feel is relevant to your application e.g. voluntary work, personal achievements, other interests. |
|  |

Now please save a copy of this form for your own records before emailing it to [recruitment@ytas.org.uk](mailto:recruitment@ytas.org.uk) no later than **9am on Monday 11 July 2022**.

**Registered Address** (for mail only): **T:** 0131 538 0591 **Company No.** 269952

Youth Theatre Arts Scotland **E:** [info@ytas.org.uk](mailto:info@ytas.org.uk) **Scottish Charity No.** SC035765

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