Opera Holland Park Job Application Form

Thank you for your interest in working for Opera Holland Park. We look forward to receiving your application!

**How to apply**

1. Read the Application Pack for the position you are applying for. This will be available to download at [www.operahollandpark.com/jobs](http://www.operahollandpark.com/jobs).
2. Complete the anonymous Equal Opportunities Monitoring Survey [here](https://www.surveymonkey.co.uk/r/FW8VG67).
3. Complete the Application Form, and email it as an attachment (either in Word or PDF format) to the email address provided in the Application Pack. We also accept applications in video or audio format. If you would prefer to apply in this way, please email a link to your video or audio file to the email address provided. Please make sure you demonstrate how your skills and experience meet the person specification provided, particularly in the ‘Personal Statement’ section.
4. Any application forms received after the deadline may not be included in the recruitment process.

**Contact us**

If you would like any further information, would like to discuss any aspect of the role in confidence, or if you have any specific requirements you would like us to be aware of, please email [info@operahollandpark.com](mailto:info@operahollandpark.com) or use the contact details provided in the Application Pack.

**Our promise to you**

We will reply to all applications. We are also happy to provide and receive feedback on the application process. To do so, please email [info@operahollandpark.com](mailto:info@operahollandpark.com) or use the contact details provided in the Application Pack.

Please write or type in black ink.

|  |  |
| --- | --- |
| Post applied for: |  |

Personal Details

|  |  |
| --- | --- |
| First name |  |
| Surname |  |
| Title  (e.g. Mr, Mrs, Ms, Mx) |  |
| Pronouns  (e.g. she/her, he/him, they/them) |  |

|  |  |
| --- | --- |
| Address line 1: |  |
| Address line 2: |  |
| Town: |  |
| City: |  |
| Post code: |  |

|  |  |
| --- | --- |
| Email address: |  |
| Contact telephone number: |  |

|  |  |
| --- | --- |
| Do you require a work permit to work in the UK? | Yes  No |

**Employment History**

Please give details of your previous employment, starting with your most recent position (continue on a separate sheet if necessary).

|  |  |  |
| --- | --- | --- |
| **Start & end date (month/year)** | **Name & address of employer** | **Position held, brief description of job responsibilities, reason for leaving** |
|  |  |  |

**Educational Achievements**

Please list your educational achievements in chronological order. This may include qualifications from school, college, university, including GCSEs, A levels or apprenticeships. Please continue on a separate sheet if necessary.

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

**Educational Achievements continued**

Please use the space below to list any additional qualifications, skills or training you have achieved that may be relevant to the role.

|  |
| --- |
|  |

**Referees**

Please supply the names and contact details of two people who can provide you with a reference. At least one of these should be your current or most recent employer. We will not contact referees without your prior permission.

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1** | | **Referee 2** | |
| Full name: |  | Full name: |  |
| Relationship to you: |  | Relationship to you: |  |
| Job title: |  | Job title: |  |
| Organisation / Address: |  | Organisation / Address: |  |
| Email address: |  | Email address: |  |
| Telephone: |  | Telephone: |  |

**Personal statement and additional information**

Please tell us why you are interested in working with Opera Holland Park (250 words max)

|  |
| --- |
|  |

Referring to the job description, please explain how your skills, experience and achievements make you the best candidate for this role.

For each area, you should try to indicate:

* The situation or context
* Your task or role
* The actions you took
* The result or outcome

This section can be as long as you, like but we recommend no more than two pages.

|  |
| --- |
|  |

Thank you for applying to work with Opera Holland Park. We will respond to all applications. If you have not heard from us after two weeks after the deadline for applications, please email [info@operahollandpark.com](mailto:info@operahollandpark.com).