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**SCHOOL LEAVER PROGRAMME 2019 – 2020**

**JOB TITLE Globe Education Assistant**

**APPLICATION DEADLINE 5.00pm, Monday 3 June 2019**

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**Post A Learning and Teaching**

**Post B Learning Projects**

**Post C Events**

**Post D Higher Education**

**Please state the Globe Education Assistant role for which you are applying:**

*We ask that you express a preference if you have one, but please note that all candidates will be considered for all roles.*

Please return this application to:

The Recruitment Team, Shakespeare’s Globe, 21 New Globe Walk, London SE1 9DT

Or email it to [**recruitment@shakespearesglobe.com**](mailto:recruitment@shakespearesglobe.com)

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**Personal Details**

SURNAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FORNAMES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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HOME PHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MOBILE PHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tell us about a project or event that you have been involved in - either at school, in your own time, or at work - of which you have been particularly proud. Please identify any skills you feel you developed whilst engaging with this project/event which might be helpful to you in the role of Globe Education Assistant.

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Why are you applying for the programme? What is your motivation for working here? How do you see this opportunity fitting into your personal and professional development?

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Please tell us about a specific project, course or programme which Education runs which is of interest to you. Please use our website to help you. Why were you inspired by this particular project? Is there anything you would offer in addition? What elements would you need to take into consideration if you were helping to run this project? How would you measure its success?

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**ADDITIONAL INFORMATION**

In around 100 words, please give details of any other information which you feel may be relevant to your application (i.e. hobbies and interests, relevant positions of responsibility or trust etc).

###### EDUCATION

Please list the schools or training institutions you have attended since aged 11.

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| --- | --- | --- |
| **SCHOOL / INSTITUTION NAME** | **DATES** | **QUALIFICATIONS / AWARD** |
|  |  |  |

Starting with the most recent, please give details of any other relevant qualifications or awards.

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| **TRAINING** | **DATES** | **QUALIFICATIONS / AWARD** |
|  |  |  |

**WORK EXPERIENCE AND EMPLOYMENT HISTORY**

Please list your previous work experience and/or employment history if you have any, starting with the most recent. Please continue on a separate sheet if necessary.

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| **EMPLOYER** | **DATES TO AND FROM** | **POSITION HELD AND MAIN RESPONSIBILITIES** |
|  |  |  |

**RIGHT TO WORK**

Please write **yes** or **no** to the following questions. If your answer is **yes**, please provide further details in the space below:

With reference to the New Workers Registration Scheme, are you aware of any reason why you would not be able to work in the United Kingdom? **Yes / No**

Do you require a work permit or permission to work in the United Kingdom? **Yes / No**

If yes, do you have original valid documents? **Yes / No**

Are you subject to any conditions relating to your employment in the United Kingdom? **Yes / No**

If applicable, please confirm expiry dates of documents here:

Please list any convictions relevant to this post which are not ‘spent’ under the Rehabilitation of Offenders Act:

*Please note that successful candidates will be DBS checked.*

**REFERENCES**

Please give the name and addresses of two referees, either from your school or your present/last employer. Family and friends must not be used as referees. We may request attendance records.

**Please note: we will be looking to contact your referees during the school summer holidays. Please ensure the contact details you provide are relevant for the summer holiday period.**

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| --- | --- | --- |
|  | **FIRST REFEREE** | **SECOND REFEREE** |
| **NAME** |  |  |
| **POSITION** |  |  |
| **ADDRESS** |  |  |
| **EMAIL ADDRESS** |  |  |
| **TELEPHONE** |  |  |

May we approach the referees before an offer is made? **YES / NO**

INTERVIEWS

First round assessment days will be held in the w/c 17th June (Monday to Friday). Please list any dates that you will be **unavailable** during this week. We appreciate some students may still be in exam period. We will always work around examinations and so please do let us know convenient dates if this is applicable to you.

If you are successful in attaining a second stage interview these will be held in the w/c1st July. Please list any dates that you will be **unavailable** for interview during this period.

The Globe Education Assistants will begin on Monday 12th August 2019.

**Finally, how did you hear about this programme?**

DECLARATION

The information given will be processed for employment selection and statistical purposes and will be retained for successful candidates.

I confirm that the information I have given in this application for employment, including any supporting documents, is accurate and complete and that it may form the basis of a contract of employment with The Shakespeare Globe Trust. I understand that failure to disclose any relevant information or the provision of false information will nullify any subsequent contract of employment.

**Signature:**

**Date:**

The Shakespeare Globe Trust, a limited company registered in England and Wales

No. 1152238 and a registered charity no. 266916