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| **APPLICATION FORM** | | | | | | | |
| Please read the Candidate Guidance note and Job Description before completing this form, then return your completed form to: [recruitment@leedsplayhouse.org.uk](mailto:recruitment@leedsplayhouse.org.uk)  If you would like a version of the application pack in a larger print, or would like any other support with making an application please contact the us at [recruitment@leedsplayhouse.org.uk](mailto:recruitment@leedsplayhouse.org.uk) | | | | | | | |
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| Title of post applied for: | | **Creative Engagement Assistant** | | | | | |
| Where did you hear about this job? | | **Meeting with Ruth Hannant about possible work opportunities** | | | | | |
| Have you applied for a role at the Playhouse before? If yes, please give details | | **No** | | | | | |
| 1. **PERSONAL DETAILS** | | | | | | | |
| Last name | Jessica | | First name | | Wilkins | | |
| Address | | | Preferred first name | | Jess | | |
| 4 Tamworth Road  York  YO30 5GJ | | | Tel No (mobile): | | 07932738220 | | |
| E-Mail: | | Jessicawilkins25@yahoo.co.uk | | |
| Nationality | White/British | | | |
| If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit | | | | | | | |
| Do you need a work permit to be employed in the UK? | | | | | |  | No |
| If you already have a work permit, when does it expire?  (Please note that your current work permit may not be valid for this post) | | | | | |  | |

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| 1. **YOUR REASONS FOR APPLYING FOR THIS JOB**   Please state your reasons for applying for the role, and what you feel you could bring to the Playhouse |
| I am a passionate and compassionate individual who cares greatly about giving different communities a voice and creating an invitation for different communities to explore and discover their creativity through the use of theatre and the arts. I have strong communication skills and I am able to work efficiently both individually and within a team of people. I am always willing to go the extra mile to engage or invite participants into a shared experience of creativity, which meets the needs of each individual.  I am due to finish my degree in Drama and Theatre at York St John University with an expected 1:1 (BA Hons Degree) on May the 25th 2019. Throughout my degree I have undertaken a variety of projects which have enabled me to work with different groups of people. I have always had a deep passion for theatre and the arts and have always been inspired by how theatre and the arts can create an environment for a community which is inclusive for all. I have a positive and welcoming attitude, and always like to approach people with a friendly manor. I have been involved with local theatre companies, community projects and theatre in education projects and I am very passionate about the use of theatre and how it can be used to help people feel connected and appreciated.  I have a creative flair and enjoy putting my ideas into motion, I believe I could bring my creative flair, my care for others and my dedication to The Playhouse. I have always admired the work of Leeds Playhouse, and I am very impressed with the wide range of creative engagement projects they have to offer. I am a huge believer of theatre and the arts being accessible for all, and that there should always be an opportunity for people to engage with their creativity, weather this is singing, acting, performing or writing.  I admire how the theatre can help individuals grow and develop, and how it is something that can be used to engage different groups of people into a shared relational experience of creativity. I have worked with different groups of people, including children with profound learning difficulties, adults with dementia and vulnerable groups of young people.  Whilst doing my degree, I have had several experiences which have allowed me to work with and support different groups of people. The degree has given me the skills in place to communicate accurately and accordingly with others, facilitate a group of people, and organize events accordingly. Not only am I deeply passionate about community theatre, but I am a good time keeper, I have excellent organizational and communicational skills, I care greatly for others and have always put the needs of others before my own. I believe I could bring those qualities, and skills developed from my degree to the Play House and use my experiences to further engage with different groups of people and bring communities together. Overall, I would love the opportunity to use my skills, experience, dedication and care to become a part of the Leeds Playhouse. I believe I have the relevant skills and experiences necessary for this role and believe that could bring my charisma, creativity and enthusiasm into the play house. |

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| PRESENT POST | | | | | | | | | |
| Title of Post | Customer Experience Assistant | | | | | | | | |
| Name of Employer | Lauren Atkins / Laura Castle | | | | | | | | |
| Employer’s Address | | | Business of Employer | | | | | ATG – Grand Opera House York | |
| Clifford Street,  York  YO1 9SW | | | Start Date | | | | | 04/03/19 | |
| End Date | | | | | Present | |
| Current Salary | | | | | £7.80 per hour 0 hour contract | |
| Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable): | | | | | | | | | |
| * I am responsible to the customer experience manager and the customer experience deputy manager at the Grand Opera House. * I have responsibility for the management of the bar, and I am responsible for the management of the bar team per shift.   Main tasks involve:   * Having excellent communication skills in order to engage with the customers accordingly. * Dealing with any customer enquiries or complaints. * Taking orders and serving people drinks. * Serving people with a positive and friendly attitude. * Cashing up and working out the overall takings of the bar. * Upselling products. * Having a duty of care for the customers and being aware of intoxicated customers. * Having the authority to refuse service to any customer who is intoxicated. * Abiding by challenge 21 and checking the ID of people who look underage. * Handling money and being able to cash up and work out the takings of each show. * Carrying out and appointing cleaning duties and other job roles to my bar team. * Restocking and stock rotation of the products.   Other Responsibilities are as followed:   * Being an usher on the doors. * checking tickets and upselling products. * Maintain peoples safety in the auditorium and ensure that rules addressed by the theatre company are being followed by the audience members. * Listening carefully in order to deal with any customer complaints or queries effectively. * Remaining positive at all times and produce a positive and welcoming experience for the customers. | | | | | | | | | |
| Reason for leaving or wishing to leave | | | | | | N/A | | | |
| Current notice period | | | | | | N/A | | | |
| Please notify us of any dates you are not available for interview | | | | | |  | | | |
| **4. ANY PREVIOUS EMPLOYMENT** | | | | | | | | |
| Name of Employer | David Lloyd | | | | Position held | | Kids Team Member | |
| Employer’s Address | St Johns Playing Field,  Hull Road,  YO10 3LG | | | | | | | |
| Start date | February 2017 | | | | End date | | September 2018 | |
| Reason for leaving | Job Opportunity at The Grand Opera House | | | | Final salary | | 8,000 | |
| Description of duties | | | | | | | | |
| * Facilitating, planning and running activities for children within Sport, drama, musical theatre. * To create activities which are suitable for 3-11-year olds and which produce stimulating activities to develop practical, social and emotional skills * To be responsible for the welfare, safeguarding and overall safety of the children and abide by the welfare safeguarding requirements * To engage the children in the activities at all times * To provide a safe, enjoyable and fun environment for the children, where learning opportunities can emerge out of the activities. | | | | | | | | |
|  | | | | | | | | |
| Name of Employer | | David Lloyd | | Position held | | | Creche Assistant | |
| Employer’s Address | | St Johns Playing Field,  Hull Road,  YO10 3LG | | | | | | |
| Start date | | February 2017 | | End date | | | September 2018 | |
| Reason for leaving | | Job Opportunity at The Grand Opera House | | Final salary | | | 4000 | |
| Description of duties | | | | | | | | |
| * Provide a safe and welcoming environment for the children at all times. * Responsible for the care of children and babies aged between 3 months-4 years old. * Adhere to the health and safety welfare standards to ensure the protection and safety of the children. * To fulfil the children’s needs by providing the relevant care which successfully meets the needs of each individual child. * To provide activities which work in connection the early years curriculum. * To talk with parents and successfully deal with any parents inquiries or concerns. | | | | | | | | |
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| Name of Employer | | Cambridge Park Academy specialist school for children with profound learning difficulties | | Position held | | | Level 2 Teaching Assistant | |
| Employer’s Address | | Cambridge Rd,  Grimsby  DN34 5EB | | | | | | |
| Start date | | September 2013 | | End date | | | July 2016 | |
| Reason for leaving | | Left to go to University | | Final salary | | | 11,000-12,000 | |
| Description of duties | | | | | | | | |
| * Working 1 to 1 with a group of early years children who had various educational needs such as Autism, Asperger’s and global development delay. * Ensure that the sensory, tactile and overall needs of each child where met accordingly to the development, safeguarding and care standards that were required at Cambridge park Academy. * To support the children at all times in their development and struggles with communication and understanding * To ensure that the children felt safe and comfortable within the school environment. * To meet the needs of every child by giving them what they needed to further develop their learning in accordance to the early year’s foundation stage. * To effectively plan and develop the children’s needs by having the appropriate activities in place which would best suit their individual needs * To maintain the safeguarding, confidentiality and welfare requirements of the school, and put the children’s privacy and safety at the upmost importance. * Work as a team to fulfill the developmental, safeguarding and welfare needs of the children. * Work closely with parents/ guardians and respond to enquiries or concerns about their children and involving them with planning their children’s development plans. | | | | | | | | |
| (Please use continuation sheet if necessary.) | | | | | | | | |
| **5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE AND/OR EXPERIENCE** | | | | | | | | |
| This information is used in the shortlisting of candidates for interview. Using the Essential Skills and Desirable Skills contained in the Person Specification, please give details of how your skills and experience meet the requirements of this post, ensuring that you address each of the points listed as essential. This could include relevant information regarding work experience, voluntary work or hobbies. We are very interested to know what else you can bring to a role at the Playhouse. | | | | | | | | |
| I believe I have the relevant skills and experience needed for this role. I have always been a good communicator and can efficiently contact individual groups of people and community groups. I am a team player, and care greatly for other people, and within every job role, I have always put the needs of customers, or the groups I have worked with at the upmost importance.  I can effectively use all Microsoft Office 365 systems, during both my degree and work experience, I have had to create presentations via power point, write emails on outlook, write essays on word and organize my own individual time and student finance on Excel. I also undertook a City and Guilds course during my apprenticeship which taught me how to effectively use Excel and work out formulas, spreadsheets and pie charts on the system. I am able to respond to emails promptly, and throughout my degree have been responsible for booking rehearsal spaces and areas for workshops.  I have volunteered with the assistance, and organization of the open mic nights we host at SPARK Community Centre in York. This experience has taught me the importance of marketing, advertising and organizing the transportation of the equipment. This role required excellent communication skills and required me to email, make phone calls and make further contacts with different sectors of the community.  During my degree, I have overseen my own admin by effectively filing my own documents, arranging meetings and interviews with fishing and dementia communities, making phone calls in order to arrange certain research trips for my own practice and managing my own time efficiently and effectively.  Through doing a drama and theatre degree, I have been able to develop myself as a theatre maker, a facilitator and as a person. The degree has invited me to further develop and enhance my communication, organization, time management and facilitation skills. During my time at university I have worked across the board and have a diverse range of experiences which has allowed me to work within multiple projects and I have gained a lot of experience from both outside and inside my degree. This has allowed me to effectively communicate, manage my time, devise performances, and create activities which invite individual groups of people into a creative environment.  Before undertaking my degree, I worked one to one with children with profound learning difficulties for three years at Cambridge Park Academy, a specialist school for children with learning difficulties. Throughout this role I had to maintain effective communication as many of the children had difficulty being able to understand or communicate with others. Not only was this a supportive role, but it was also a role which put the protection of the children’s safety at the fundamental importance. When working with the children, I adhered to the schools safeguarding, confidentiality and welfare requirements, and ensured I provided a safe environment for the children which both protected and cared for the wellbeing and overall safeguarding of each child.  Alongside my degree, I worked as a customer experience assistant at The Grand Opera House in York. This taught me the necessary skills to be both patient and empathetic towards customers. When communicating with customers I ensured that any instructions given by me to the customers are thoroughly explained, and any queries from the customers are answered efficiently. This role has developed my customer services skills and has allowed me to confidently deal with customers and ensure that I can deliver an experience which makes the customers feel valued and appreciated.  During my independent projects in my final year at university, I have worked closely with the fishing community in my home town of Grimsby. Throughout this process, I was sending emails and making phone calls consistently so I could get in touch with the appropriate people. During this time, I arranged meetings and interviews with the fishing community, and organized a research trip for my cast to go and speak openly with fisherman. This experience has taught me the relevant organisational and time management skills needed for this role and during my independent work, I had to plan and research weekly, in order to prepare for my sessions. This experience allowed me to both direct and manage a group of people and taught me the importance of effective planning and working under pressure.  Throughout my time at university, I worked professionally with Tagged, a theatre company that works with schools and young adults aged between 12-16. This role has taught me how to run workshops and perform to audiences between the age of 12-16. During this role I have supported and co-facilitated drama workshops for young adults which address the issues of body image. It has been an experience which has given me the skills to perform and conduct drama workshops professionally to schools around Yorkshire and Manchester. This experience has allowed me to improve my communication skills and has invited me to facilitate workshops which aid and encourage young people to engage within a creative atmosphere which sparks conversations around the socio-political issues of body image.  I worked alongside my degree as a kid’s team team member at David Lloyds leisure center. This role provided me with the skills to develop my experiences of working within a leisure community setting and gave me the opportunity to liaison with parents and lead various sports, arts and craft activities; whilst maintaining children’s safety and welfare. This role has enabled me to provide children aged 3-11 with stimulating activities which help build upon their practical, social and emotional skills. This role required me to use my own initiative by leading and planning my own sessions, such as sport, drama and musical theatre workshops.    During my degree, I undertook a three months placement at Connaught Court, a care home for people with dementia. This role involved delivering a wide range of visual and sensory activities which helped to re-evoke memories amongst people with dementia and invited them into a shared relational experience of theatre and the arts. We later used these stories and embedded them within a sensory performance for the residents, which invited them into an interactive and creative atmosphere. This experience has allowed me to broaden my experience of working with different groups of people and has invited me to learn more about how to efficiently invite and engage different groups of people into a creative atmosphere.  It is these experiences which have allowed me to understand how to effectively communicate and engage with different groups of people and effectively meet the needs of each individual. I believe I have the relevant skills in place to effectively communicate with different sectors of the Leeds area, and believe I can bring my positivity, care and dedication into The Play House to effectively engage with different communities and public sectors. I am an enthusiastic and creative individual and believe I could bring my own ideas to the creative engagement assistant role. I care greatly about the personal development of others through the use of theatre and the arts and would love to use my specialisms to be able to further enhance the creative engagement programmes you run at The Playhouse. | | | | | | | | |

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | EDUCATION AND PROFESSIONAL QUALIFICATIONS(Original documents as proof of qualification may be required at interview) | | | | | | Secondary School / College / University | Dates | | Examinations taken | Result | | From | To | | York St John University | September 2016 | May 2019 | Drama and Theatre (BA Hons) Degree | Expected 1:1 | | Franklin College | September 2011 | June 2013 | A-Levels X2  BTEC Digital Media TV and Film  Level 3 in Performing Arts | English A-level: E  Drama A-level: C  BTEC: Merit  PA L3: Distinction | | Tollbar Academy | September 2006 | May 2011 | GCSE | 7 GCSE results at C and above, Including English and Math’s | | Tollbar Academy | September 2006 | May 2011 | BTEC: GSCE Equivalent | 3 BTEC GCSE Equivalents of C and above including Science and ICT | | Learn Direct | September 2013 | May 2016 | Apprenticeship: The Children and Young People Work Force (vocational): Children and Young People’s Social Care | Level 3 : Advanced  Level 2: Intermediate | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  | | | | |  |  | | --- | | Professional qualifications currently held: how obtained, grade and date | |  | |  | | Other relevant education or training courses, with dates | |  | | | | |
| DRIVING | | |
| Do you hold a current driving licence? | Yes |  |
| Do you have access to a car? |  | No |

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| 1. **DISABILITIES** | | | | |
| If selected for interview, do you have any access requirements? |  | | | No |
| If “yes”, please provide any information that you feel would help us to accommodate your needs during your interview (e.g. wheelchair access, interpreter, lighting requirements, hearing loop, preferred room layout etc.) | | | | |
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| 1. **REHABILITATION OF OFFENDERS ACT 1974** | | | | |
| Have you any convictions that are not spent under Rehabilitation of Offenders Act and are not minor motoring offences? | |  | No | |
| If yes, please provide further details: [spent convictions do not have to be declared] | | | | |
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| Your post may be subject to Enhanced Disclosure with the Disclosure and Barring Service (DBS). If this is the case, it will be indicated on the person specification. If your post is subject to disclosure, and the disclosure reveals something that is not to the employer’s satisfaction, your employment will be terminated. If you know of any reason why you would not achieve a successful Enhanced Disclosure from the DBS please provide details on a separate sheet and attach to your application in a sealed envelope marked “CONFIDENTIAL”. | | | | |

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| 1. **References**   (Please provide two references, one should be from your current or most recent employer and one from a previous line manager or member of academic staff. If you do not have sufficient work experience a reference from someone who knows you in a formal capacity will be acceptable. We are unable to accept references from friends or family) | | | | | | | | |
| Title (Mr, Mrs, Ms etc.) | | Miss | | Title (Mr, Mrs, Ms etc.) | | | Miss | |
| Full name | | Laura Castle | | Full name | | | Victoria Vessey | |
| Job title | | Deputy Experience Manager | | Job title | | | Family Activities Coordinator | |
| Organisation | | ATG Grand Opera House, York | | Organisation | | | David Lloyd | |
| Address | | Clifford Street,  York  YO1 9SW | | Address | | | St Johns Playing Field,  Hull Road,  YO10 3LG | |
|  | | | |  | | | | |
| Tel no | 07375122367 | | | Tel no | 07957639882 | | | |
| Email | LauraCastle@theambassadors.com | | | Email | [Sport.York@davidlloyd.co.uk](mailto:Sport.York@davidlloyd.co.uk) | | | |
| 1. **Declaration** | | | | | | | | |
| Are you a relative, partner or close personal friend of any employee or Board member of Leeds Theatres Trust Ltd or Enterprises Ltd? If yes, please give details of the name of the person and the relationship | | | | | | | | |
| No | | | | | | | | |
| I declare that the information given in this application form is true and complete. I understand that if I have knowingly given any misleading information on this form or made any omissions, this will be sufficient grounds to disqualify me from the application process, and if discovered after employment has started, may lead to dismissal | | | | | | | | |
| Signature: | | |  | | | | | |
| Name: | | | Jessica Wilkins | | | Date: | | 31/03/2019 |
| The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the General Data Protection Regulations and will be processed solely in connection with recruitment. | | | | | | | | |

Thank you for your interest in Leeds Playhouse, please return your completed application form along with a completed **Equal Opportunities monitoring form** to us at [recruitment@l eedsplayhouse.org.uk](mailto:recruitment@leedsplayhouse.org.uk)