Text

Description automatically generated**Application Form**

To apply for the position of **Volunteer Coordinator** 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 **5pm on Monday 15 January 2024**.

We are not able to accept CVs.

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

**Important:**

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:** |  |

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| --- | --- | --- | --- | --- |
| **I confirm that I have the right to work in the UK** | **Yes** |  | **No** |  |

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| **I confirm that I am available for both Amigos training days as well as the full National Festival of Youth Theatre 2024.**   * **Sunday 12 May** * **Sunday 9 June** * **Thursday 4 July – Monday 8 July** | **Yes** |  | **No** |  |

**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 prevent me taking up this post.

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

\*a typed signature is acceptable.

**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:**

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

**Referee 2:**

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

**Employment History:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current / Most Recent Employment** | | | | |
| **Name of current/**  **most recent employer:** |  | | | |
| **Address:** |  | | | |
| **Dates employed:** | **From:** |  | **To:** |  |
| **Position held:** |  | | | |
| **Notice period:** |  | | | |
| **Main duties and responsibilities:** | | | | |
|  | | | | |
| **Reason for leaving or considering leaving:** | | | | |
|  | | | | |
| **Previous Employment 1** | | | | |
| **Name of employer:** |  | | | |
| **Address:** |  | | | |
| **Dates employed:** | **From:** |  | **To:** |  |
| **Position held:** |  | | | |
| **Main duties and responsibilities:** | | | | |
|  | | | | |
| **Reason for leaving:** | | | | |
|  | | | | |
| **Previous Employment 2** | | | | |
| **Name of employer:** |  | | | |
| **Address:** |  | | | |
| **Dates employed:** | **From:** |  | **To:** |  |
| **Position held:** |  | | | |
| **Main duties and responsibilities:** | | | | |
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| **Reason for 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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**Your Suitability for the Role:**

Please answer question 1-9 in this section by referring to the **Person Specification** in the Role Description document.

**Please provide short answers which contain specific examples for each question.**

We are happy to accept your answers either:

* **in writing** or
* **in video or audio format** (limited to a total of 10 minutes).

If you choose to record your answers, please provide a web address below where we can access your file or submit it by email along with your completed Application Form.

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| **Web address to access video or audio files** (if applicable) |
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| 1. **How can you prove that you have strong facilitation skills and are motivated to work with young people?** |
|  |
| 1. **How can you prove that you have excellent IT and administration skills?** |
|  |
| 1. **How can you prove that you have excellent time management skills?** |
|  |
| 1. **How can you prove that you are able to work on your own initiative and prioritise tasks effectively?** |
|  |
| 1. **Any other information that you think will be relevant?**   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 **5pm on Monday 15 January 2024**.

**Equal Opportunities:**

Please also consider completing our voluntary and anonymous Equal Opportunities Monitoring Questionnaire at <https://forms.office.com/e/E4CjiRiL8D>. We will use the information we collect to:

* make sure that no job applicant receives less favourable treatment because of age, disability, race/ethnicity, religion/belief, marriage and civil partnership, pregnancy and maternity, sex/gender, gender reassignment or sexual orientation; and
* understand who we are reaching and appealing to as an employer. This will help us improve our recruitment practices so that a wider variety of people know about our job opportunities, and feel more comfortable applying to work with us.

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| **Registered Address** (for mail only):  Youth Theatre Arts Scotland  5 South Charlotte Street  Edinburgh, EH2 4AN | **T:** 0131 538 0591 **E:** info@ytas.org.uk | **Company No.** 269952  **Charity No.** SC035765 |