**Application Form**

To apply for the role of **Company Manager** with Youth Theatre Arts Scotland (YTAS), please:

1. **Complete this form.**
2. **Save a copy** for your records.
3. **Email it** to recruitment@ytas.org.uk by **9am on Monday 21 April 2025**.

We are not able to accept CVs.

When you submit your application, you’ll receive an email to confirm that we’ve received it. After the closing date, we’ll be in touch by email to let you know if you’ve been selected for an 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.**

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

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

**\***This field is optional. Pronouns are the part of speech used to refer to someone in the third person.

 We are asking because we want to know how to respectfully refer to you.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I confirm that I can travel to** **in-person team days in Edinburgh approximately every 6-8 weeks** | **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.

|  |  |
| --- | --- |
| **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 if you are offered the job after interview.

**Referee 1:**

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

**Referee 2:**

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

**Employment History:**

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| --- |
| **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:** |
|  |
| **Reason for leaving:** |
|  |
| **Previous Employment 3** |
| **Name of employer:** |  |
| **Address:** |  |
| **Dates employed:** | **From:** |  | **To:** |  |
| **Position held:** |  |
| **Main duties and responsibilities:** |
|  |
| **Reason for leaving:** |
|  |
| **Previous Employment 4** |
| **Name of employer:** |  |
| **Address:** |  |
| **Dates employed:** | **From:** |  | **To:** |  |
| **Position held:** |  |
| **Main duties and responsibilities:** |
|  |
| **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. |
|  |

**Your Suitability for the Role:**

Please answer questions 1-9 in this section by referring to the **Person Specification** in the Job Info Pack.

**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 with your completed Application Form.

|  |
| --- |
| **Web address to access video or audio files** (if applicable) |
|  |

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| --- |
| 1. **How can you prove that you are skilled at scheduling and managing complex workloads?**
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|  |
| 1. **How can you prove that you are confident in leading and supporting a team?**
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|  |
| 1. **How can you prove that you are skilled in effectively managing organisational change?**
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|  |
| 1. **How can you prove that you are methodical and forward-thinking?**
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|  |
| 1. **How can you prove that you are proactive and solutions focused?**
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|  |
| 1. **How can you prove that you are a clear and skilled explainer?**
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|  |
| 1. **How can you prove that you have experience in HR and line management?**
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|  |
| 1. **How can you prove that you are adept at using digital tools and administrative systems?**
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|  |
| 1. **How can you prove that you have a comprehensive understanding of financial and governance processes?**
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|  |

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| --- |
| **Additional Information** |
| Use this section to briefly share anything else relevant to your application, such as **voluntary work, personal achievements, or other interests.**You can submit this information in **writing, video, or audio format.**If you choose to record a video or audio file, please either:* **Provide a web link** below where we can access it, or
* **Email it** along with your completed application form.
 |
|  |

Now please save a copy of this form for your own records before emailing it to

recruitment@ytas.org.uk no later than **9am on Monday 21 April 2025**.

**Equal Opportunities:**

We invite you to complete our [voluntary and anonymous Equal Opportunities Monitoring Questionnaire available here](https://forms.office.com/e/E4CjiRiL8D).

The information you provide will help us:

* Ensure all job applicants are treated fairly, regardless of age, disability, race, religion, marital status, pregnancy, gender, gender identity, or sexual orientation.
* Understand who our job opportunities are reaching so we can improve our recruitment practices and encourage a more diverse range of people.

You do not have to complete the form, but your input will help us create a more inclusive and welcoming workplace.

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

Youth Theatre Arts Scotland **E:** info@ytas.org.uk **Scottish Charity No.** SC035765

5 South Charlotte Street
Edinburgh
EH2 4AN