You should complete this form fully and return it the HR Manager either via email [recruitment@kingsportsmouth.co.uk](mailto:recruitment@kingsportsmouth.co.uk) or via the post to the address above. However, if you are passing, please feel free to drop this form into the box office.

GDPR Compliant Work Experience Form

**Privacy Notice**

The Kings Theatre is a part of the Kings Theatre Trust Limited. The theatre’s privacy policy can be found on our website [www.kingsportsmouth.co.uk](http://www.kingsportsmouth.co.uk) and explains how the theatre uses any personal information collected about you when you complete this registration form or contact us.

The Kings Theatre needs to collect and use certain types of information about the individuals who come into contact with us in order to carry on our work. This personal information must be collected and is dealt with appropriately following the safeguards to ensure this under the General Data Protection Regulation May 2018.

We will only collect information that is needed for us to carry out our work and keep for no longer than is necessary.

**Personal Information**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** |  | **Forename** |  | | | | | | |
| **Surname** |  | | | | | **Date of birth** | | |  |
| **Gender** |  | | | | | **Preferred Pronouns** | | |  |
| **Address**  **Post Code** | |  | | | | | | | |
| **Personal Info: Any medical / other things we need to be aware of** | |  | | | | | | | |
| **Telephone Number** | |  | | **Mobile Number** | | |  | | |
| **Email Address** | |  | | | | | | | |
| **In case of Emergency**  **Contact Name** | |  | | | **Telephone Number** | | |  | |

|  |  |  |
| --- | --- | --- |
| Do you have any criminal convictions that have not been spent under the Rehabilitation of Offenders Act 1974?  **Convictions:** (You are required to notify the Company immediately of any convictions, cautions, reprimands or final warnings which are pending or occur during your engagement with the company. Failure to disclose any information that could put the Company and/or its employees, Casual Workers and Volunteers at risk, may result in the Company terminating this agreement. | Yes | No |
| Have you been charged with any offence, which has not yet been brought to trial? | Yes | No |
| If you have answered ‘yes’ to any of the above, please provide details below. | | |

**Education / Experience (Current or most recent)**

|  |  |
| --- | --- |
| **Name of Institution** |  |
| **Subject(s)** |  |
| **Level of Qualification** |  |
| **Dates Attended** |  |

|  |  |
| --- | --- |
| **Name of most recent or present employer** |  |
| **Job title / nature of work** |  |

**Work Experience**

**Please summarise what you are hoping to gain from your work experience with the Kings Theatre. If your course provides objectives or standards, please submit these along with your application so we can ensure these can be met.**

|  |  |
| --- | --- |
| **How many hours experience are you looking for** |  |
| **Dates you wish to complete work experience (If not set dates please provide a range)** |  |