

**APPLICATION FORM**

Type in job title here

1. PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| First name/s |  | Surname |  |
| Known as |  |
| Postal address  |  | Postcode |  |
| Telephone day |  | Evening |  |
| Email address |  |
| Where did you see this job advertised? |  |

2. EDUCATION

|  |  |  |
| --- | --- | --- |
| School / College / University Attended | Dates | Qualifications Obtained |
| From | To |
|  |  |  |  |

3. OTHER TRAINING

|  |  |
| --- | --- |
| Dates: From – To | Nature of Course |
|  |  |

4. EMPLOYMENT HISTORY

Please begin with your current or most recent role and add more boxes if required.

|  |  |
| --- | --- |
| Organisation |  |
| Address or website URL |  |
| Dates from – to |  |
| Position held |  |
| Brief summary of main responsibilities |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Organisation |  |
| Address or website URL |  |
| Dates from – to |  |
| Position held |  |
| Brief summary of main responsibilities |  |
| Reason for leaving |  |

5. VOLUNTARY ROLES

Please give details of any voluntary work you do / have done and add more boxes if required.

|  |  |
| --- | --- |
| Organisation |  |
| Dates from – to |  |
| Brief summary of main responsibilities |  |

|  |  |
| --- | --- |
| Organisation |  |
| Dates from – to |  |
| Brief summary of main responsibilities |  |

**6. KNOWLEDGE, SKILLS AND ABILITY**

|  |
| --- |
| **Before completing this section read the job specification and description. Explain how your knowledge, skills and experience meet the criteria detailed. You can give examples of paid or unpaid work, study or training. You should limit your answer to 1000 words or two written pages.**  |
|  |

7. REFEREES

Please give the names and contact details of two referees who can speak of your ability to do this job. One of these should be your current or most recent employer, and one should be able to confirm your suitability to work with young people.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Job title |  |  |
| Organisation |  |  |
| Postal address and postcode |  |  |
| Email address |  |  |
| Telephone (day) |  |  |
| Relationship to you |  |  |

8. DECLARATIONS

|  |
| --- |
| ELIGIBILITY TO WORK IN THE UK |
|  | Section 8 of the Asylum and Immigration Act 1996 requires all employers in the United Kingdom to make basic document checks on every person they intend to employ. By making these checks, employers can be sure they will not break the law by employing illegal workers. We will require sight of your UK or EU passport or the original of any of the acceptable documents as detailed by the Home Office.  |
| Are you able to take up employment in the UK with no immigration restrictions? |  YES NO |
| DATA PROTECTION ACT 1998 |
|  | Isledon will only process the personal data in this application for the purposes of recruitment for this position applied for or other similar positions. The data will also be used for monitoring our equal opportunities policy. Should you be unsuccessful, we will retain your personal data for six months. We will normally only contact your referees if your application is successful.  |
| Do you have any objection to us contacting referees prior to interview? |  YES NO |
| CRIMINAL CONVICTIONS |
|  | Isledon Arts CIC uses the Disclosure and Barring Service and an Enhanced Disclosure will be required for this post. As our work involves contact with young people, you are required by the Rehabilitation of Offenders Act 1974 to declare all convictions including spent convictions. However, please note that having a conviction will not necessarily prevent you from working for Isledon Arts CIC. |
| Do you have a criminal conviction? If yes, please detail below. |  YES NO |
|  |

I declare to the best of my knowledge and belief that the information given on this form is correct.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

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Equal Opportunities Monitoring Form for post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Isledon Arts is firmly committed to equality of opportunity to ensure that no job application receives less favourable treatment on the grounds of race, religion, gender, marital status, age, disability or sexuality. We are also firmly committed to maintaining a diverse workforce. The answers you provide here will be treated in the strictest confidence and will only be used for statistical monitoring only.

|  |  |
| --- | --- |
| What is your gender? |  |
| Do you consider yourself to have a disability? |  |
| How old are you? |  |
| What is your nationality? |  |
| What is your ethnic origin? |  |