**Application for Employment** 

|  |  |  |
| --- | --- | --- |
| SECTION A | **Job Details** | |
| Job applied for: | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| SECTION B | **Personal Information** | | |
| Surname: | |  | |
| First Names: | |  | |
| What title do you use?(For e.g. Mr/Mrs/Miss/Ms/Dr): | |  | |
| Address (including post code): | |  | |
| **How may we contact you quickly:** | | **Daytime** | **Evening** |
| **Telephone Number:** | |  |  |
| **Mobile Number:** | |  |  |
| **Email Address:** | |  | |
| **If selected for interview, do you require any special arrangements to be made?**  **If “yes”, please give brief details;** | |  | |
| **Please state where you saw this post advertised:** | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SECTION C | **Current or most recent Employment / Voluntary Work** | | | |
| Name and address of organisation: | | | **Job held:** | **Current Salary/Pay Rate:** |
|  | | |  |  |
| **Date of appointment:** | **Length of notice:** |
|  |  |
| **Brief summary of duties and responsibilities:** | | | | |
| **Are you currently in employment?**  **Yes**  **No** | | **If no, please state the date when last employment ended and the reason:** | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION D** | **Previous Employment / Voluntary Work** | | |
| **Name and address of organisation:** | | **Job held:** | **Salary/Pay Rate:** |
|  | |  |  |
| **Date of appointment:** | **Date Ended** |
|  |  |
| **Brief summary of duties and responsibilities:** | | | |
| **Reason for leaving:** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| SECTION D | **Previous Employment / Voluntary Work** | | |
| Name and address of organisation: | | **Job held:** | **Salary/Pay Rate:** |
|  | |  |  |
| **Date of appointment:** | **Date Ended** |
|  |  |
| **Brief summary of duties and responsibilities:** | | | |
| **Reason for leaving:** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION D** | **Previous Employment / Voluntary Work** | | |
| **Name and address of organisation:** | | **Job held:** | **Salary/Pay Rate:** |
|  | |  |  |
| **Date of appointment:** | **Date Ended** |
|  |  |
| **Brief summary of duties and responsibilities:** | | | |
| **Reason for leaving:** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| SECTION F | **Educational and Professional/Specialist Qualifications** | | |
| **Please list details relevant to this post, in chronological order. If short listed, you will be required to bring proof of these qualifications to interview.** (Please use an additional sheet if necessary) | | | |
| **Name and address of School,**  **College or University attended:** | | **Qualifications: (for example NVQ, GCSE, A level, B.A Degree)** | **Date attained:** |
|  | |  |  |
|  | |  |  |

|  |  |
| --- | --- |
| SECTION G | **Skills, knowledge, experience and personal qualities** |
| **Please use the space below to tell us why you are interested in this post, and describe how your skills and knowledge, experience and personal qualities are applicable to the role. Please address each item of the person profile in order.** (Please use an additional sheet if necessary) | |

|  |  |
| --- | --- |
| SECTION H | **References** |
| **Any offer of employment in relation to this role will be subject to a clear DBS check. We will also check your right to be employed in the UK.**  Please give the names of two referees who can provide professional or educational references (not character). The first must be from your present or last employer/voluntary organisation, if applicable.  The person you name must hold a managerial or personnel position in that organisation and have access to your records.  Where you are not currently working with children or vulnerable adults but have done so in the past, you are required to nominate a referee from the organisation where you were most recently employed to work with children or vulnerable adults as one of your nominated referees. If you are recommended for appointment, we will then seek to gain your current employer as a referee.  **If you are unable to provide your employer’s details for reference purposes, your application will not be pursued further. In the event that you are not currently employed we will require details from your last employer.**  The referees provided will be asked if you have any live disciplinary offences and also about any ‘time expired’ disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection or vulnerable adult protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.  **PLEASE NOTE THAT Learning Through The Arts reserves the right to ask you for permission to contact a referee from any organisation you have been associated with. This can be in addition to, or instead of, the names you supply.** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Referee from Present or Last Employer/Voluntary Organisation** | | | | |
| **Referee Name:** |  | **Job Title:** |  | |
| Address (including postcode): |  | | **Telephone Number:** |  |
| **Email Address:** |  | **I agree to this reference being taken prior to any interview:** | | **Yes No** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Second Referee** | | | | |
| **Referee Name:** |  | **Job Title:** |  | |
| Address (including postcode): |  | | **Telephone Number:** |  |
| **Email Address:** |  | **I agree to this reference being taken prior to any interview:** | | **Yes No** |

|  |  |
| --- | --- |
| SECTION J | **Declaration** |
| I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct.  I confirm I have read the Job Description and Person profile and that I do not have any physical or medical impairment, which, without reasonable adjustment would prevent me from carrying out the duties of this job.  I understand that any subsequent contract of employment with Learning Through The Arts will be made only on this basis, and that, if I falsify or deliberately omit any relevant information any offer may be withdrawn or any contract of employment be terminated  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

|  |
| --- |
| **Data Protection Act 1998: Assurance of Fair Processing:**  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 Data Protection Act 1998 and will be processed solely in connection with recruitment.  This will allow us to provide pay, human resources and related services if we employ you. We may disclose these details to organisations or individuals with whom we consult regarding payroll/human resource related matters. |

Thank you for considering job opportunities with Learning Through The Arts. Please also complete a separate **Equal Opportunities Monitoring form**. Both forms should be return to [admin@learningthroughthearts.co.uk](mailto:admin@learningthroughthearts.co.uk). The role you are applying should be the email subject

Learning Through The Arts is committed to safeguarding and promoting the welfare of children and/or vulnerable adults and expects all staff and volunteers to share this commitment.