

# Application for employment



A CV will not be accepted as part of, or instead of, this application form.

Please attempt to answer all relevant questions as fully as possible.

It is important to read all accompanying job guidelines and consider carefully whether your knowledge, skills and abilities match what we are looking for.

You will be required to demonstrate each aspect by reference to your academic, professional, voluntary or personal life.

We expect all our staff to adopt Impact Arts' Vision & Values and a commitment to Equal Opportunities.

## Post applied for:

Where did you see this job advertised?

## Personal Details

First name:

Last name:

Home address:

Postcode:

Telephone number:

Mobile number:

Email address:

## Eligibility to work in the UK

Do you have the legal right to work and live in the UK?

Yes

No

*If you are shortlisted for interview, you will be required to provide evidence of your legal right to work in the UK.*

## Assistance for people with disabilities

Do you consider yourself to have a disability?

Yes

No

*If yes, are there any arrangements that we can make to assist/adapt for you if you are called to interview or successfully employed?*



### Professional Qualifications

Name of Awarding Body:	Qualifications obtained, Membership of Professional Institution etc:	Date:

### Training - *please provide details of any training undertaken which is relevant to this post*

Course/Training:	Provider(s):	Date:

### Current or most recent employment

Job Title:			
Employers name:			
Address:			
Dates of Employment:	From:	To:	
Brief description of duties and responsibilities:			
Reason for leaving:		Salary:	

Previous employment - *begin with the most recent and don't leave any unexplained gaps*

Job Title:			
Employers name:			
Address:			
Dates of Employment:	From:	To:	
Brief description of duties and responsibilities:			
Reason for leaving:		Salary:	

Job Title:			
Employers name:			
Address:			
Dates of Employment:	From:	To:	
Brief description of duties and responsibilities:			
Reason for leaving:		Salary:	

Job Title:			
Employers name:			
Address:			
Dates of Employment:	From:	To:	
Brief description of duties and responsibilities:			
Reason for leaving:		Salary:	

### *Previous employment continued*

Job Title:			
Employers name:			
Address:			
Dates of Employment:	From:		To:
Brief description of duties and responsibilities:			
Reason for leaving:		Salary:	

### Volunteering

Please provide details of any voluntary work which you consider relevant to this application:

## Supporting statement

Please outline your reasons for applying for this position, and how you meet the specific requirements of the job description and person specification:

## References

*Please supply details of two referees. These should not include relatives or purely personal friends. If you are in current employment, one reference must be from your current employer. We will only approach your current/most recent employer when a formal offer has been made and accepted.*

### ***First referee details***

Name:		
Address:		
Contact number(s):		
Email address:		
Job title:		

### ***Second referee details***

Name:		
Address:		
Contact number(s):		
Email address:		
Job title:		

## Flexible working

If selected for interview, is flexible working something you would be interested in discussing?	Yes	No
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## Rehabilitation of Offenders Act 1974

Have you ever been convicted of a criminal offence?	Yes	No
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If your answer is yes; please give details of date(s) of offence(s) and sentence(s) passed:

<p>Convictions which are 'spent' by virtue of the Rehabilitation of Offenders Act 1974 (as amended) need not be disclosed. All posts within impact Arts require a Disclosure check. Recruitment for posts which involve regulated work with children and/or vulnerable adults will be subject to a successful application to the Protecting Vulnerable Groups Scheme. This Disclosure service will not be used by Impact Arts to identify and disqualify all applicants with criminal records; this will depend on the nature and background of the offence(s).</p>
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## Data Protection

Information given in this application will be held and processed for Impact Arts' recruitment purposes. Applicant personal details are held electronically in locked folders and Impact Arts' recruitment email account. Access to this information is restricted to the recruiting panel, HR and Administrative staff and any person called upon to advise the panel during or in consequence of that recruitment process. (For example lawyers or HR advisors). Paper copies are held in locked filing cabinets.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personal file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy policy.

For those applicants who are unsuccessful, paper application forms will be shredded and electronic copies deleted 6 months after the appointment is made. This is to allow time for unsuccessful candidates to contest the decision made by the interview panel in a legal claim and to receive feedback on their application or interview.

## Declaration

**I declare that the information contained in this form is true and accurate.  
I understand if it is subsequently discovered any statement is false or misleading,  
my employment may be terminated without notice.**

*Signed:*

*Dated:*

Completed application forms should be returned by email to [jobs@impactarts.co.uk](mailto:jobs@impactarts.co.uk)