

## APPLICATION FOR EMPLOYMENT

Please complete this form electronically and return by: **5pm Wednesday 24th July 2019**

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| Position applied for | **Teaching and Learning Leader** |

**PERSONAL DETAILS**

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| Title | Surname | Forename(s) |
| Address | | |
| Telephone numbers: home  work (only if we may telephone you there)  mobile  Email: | | |
| Are there any restrictions on your continued residence or employment in the UK?  YES **□** NO **□** If yes, please give details: | | |
| What period of notice are you required to give to your present employer? | | |
| Travel: Questions a) and b) are optional. Question c) is mandatory. | | |
| 1. Do you have a current driving licence?   YES **□** NO **□** | | 1. Do you have your own vehicle?   YES **□** NO **□** |
| c) Do you have the ability to travel to locations across the County and beyond?  YES **□** NO **□** | | |
| Where did you hear about this vacancy? | | |

#### EMPLOYMENT RECORD

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| **CURRENT OR MOST RECENT JOB**  **Position held:**  Dates: from to  Name and address of employer:  Please give brief description of duties:  Current or last salary and reason for leaving: |
| PREVIOUS EMPLOYMENT (Please start with the most recent and work backwards, continuing on a separate sheet if necessary)  **Position held:**  Dates: from to  Name and address of employer:  Please give brief description of duties:  Reason for leaving: |

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| **Position held:**  Dates: from to  Name and address of employer:  Please give brief description of duties:    Reason for leaving: |
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**EDUCATION**

Please indicate all qualifications, starting with the most recent. It is our policy to verify the qualifications of successful applicants where these are a requirement of the role

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| **School/college/university** | **Qualifications gained/subjects and grades** |
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**TRAINING/PROFESSIONAL MEMBERSHIP**

It is our policy to verify professional membership details of successful applicants, where these are a requirement of the role

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| **Course/Organisation** | **Brief details** |
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**PERSONAL STATEMENT**

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| With reference to the person specification, please explain why you consider you are a suitable candidate for this position, including examples of your relevant achievements, as well as what motivated you to apply. *(continue on a separate sheet if necessary)* |

**DATA PROTECTION STATEMENT**

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| Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.  Severn Arts treats personal data collected during the recruitment process in accordance with its Privacy Statement. Information about how your data is used and the basis for processing your data is provided in this privacy statement, available on the Severn Arts website. |

**DECLARATION**

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| I confirm that the above information is complete and correct and that any untrue or misleading information will give Severn Arts the right to terminate any employment offered. I understand that any offer of employment is subject to Severn Arts being satisfied with the result of a series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| If you have a disability, and there are any special arrangements which need to be made should you be short-listed for interview, please contact us to notify us of these. |

***Please now complete the request for references and monitoring form below.***

***The following pages will be detached from your application prior to it being considered.***

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| **NAME:** |
| **POSITION APPLIED FOR: Teaching and Learning Leader** |

REFERENCES

Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current manager: if you are not in employment, please supply the name of your most recent employer or an academic reference (e.g. tutor or teacher).

Severn Arts is committed to safeguarding and promoting the welfare of children and young people. As such, Severn Arts implements a Safer Recruitment Policy. This requires references to be taken up once applicants have been shortlisted for interview. Please indicate here if you have any concerns about references being taken up at shortlisting stage:

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Please ensure that your referees are aware of this application, and also, if you are providing us with their email address, that you obtain your referee's permission.

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| **Current/last employment** | **Previous employment** |
| Name  Address  Postcode  Telephone  Email  Position held in relation to applicant – | Name  Address  Postcode  Telephone  Email  Position held in relation to applicant – |

**REHABILITATION OF OFFENDERS ACT 1974**

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| Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974.  Have you been convicted of a criminal offence, which is not spent, as defined in the above Act?  YES **□** NO**□**  If yes, please give details of date(s), offence(s) and sentence(s) passed:  The Rehabilitation of Offenders Act does not apply to certain specified professions, nor does it apply to posts which involve contact with children, young people or vulnerable adults. In any of these cases you should state all past convictions, including any that are spent, giving details of date(s), offence(s) and sentence(s) passed:  Please also confirm that you are not listed on either of the following (as appropriate):  **□** I confirm that I am not listed on the children's barred list.  OR  **□** I confirm that I am not listed on the adults' barred list.  AND  **□** I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I might be considered unsuitable to work with children/vulnerable adults.  *The information you provide will be treated as confidential and will be considered only in relation to the job for which you are applying.* |

**EQUAL OPPORTUNITIES**

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| We aim to be an equal opportunities employer, and our policy is that job applicants and employees receive equal treatment regardless of sex, race, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment, where any of these cannot be shown to be a requirement of the job concerned. Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. *To assist us in monitoring the operation of our equal opportunity policy, and for no other reason, please answer the following questions. (Tick box where appropriate.)*  **SEX**  MALE **□** FEMALE **□** PREFER NOT TO SAY **□**  **AGE**  16-18 YRS **□** 19-21 YRS **□** 22-35 YRS **□** 36-45 YRS **□** 46-64 YRS **□** 65 YRS AND OVER **□**  PREFER NOT TO SAY **□**  **DISABILITY**  Do you consider that you have a disability?  YES **□** NO **□** PREFER NOT TO SAY **□**  If YES, please give brief details of the disability and any adjustments that would need to be made to enable you to carry out the duties listed for this post (continue on a separate sheet if necessary).  **RACE**  Please make sure that you read all the categories and then tick the box that applies to you.  **White:** BRITISH **□** IRISH **□** ANY OTHER WHITE BACKGROUND **□**(please state):  **Dual heritage:** WHITE AND BLACK CARIBBEAN **□** WHITE AND BLACK AFRICAN **□**  WHITE AND ASIAN **□** ANY OTHER MIXED BACKGROUND **□**( please state):  **Asian or Asian British:** INDIAN **□** PAKISTANI **□** BANGLADESHI **□**  ANY OTHER ASIAN BACKGROUND **□**(please state):  **Black or Black British:** CARIBBEAN **□** AFRICAN **□** ANY OTHER BLACK BACKGROUND **□**(please state):  **Chinese or other ethnic group:** CHINESE **□** ANY OTHER **□**(please specify):  **Prefer not to say: □**  **SEXUAL ORIENTATION**  LESBIAN/GAY **□** BISEXUAL **□** HETEROSEXUAL **□** PREFER NOT TO SAY **□**  **RELIGION**  CHRISTIAN **□** (including Church of England/Scotland/Ireland, Catholic, Protestant and all other Christian denominations)  BUDDHIST **□** HINDU **□** JEWISH **□** MUSLIM **□** SIKH **□**  ANY OTHER RELIGION **□**(please state): PREFER NOT TO SAY **□** |

Please send this entire form to [d.fawcett@severnarts.org.uk](mailto:d.fawcett@severnarts.org.uk) by 5pm, Wednesday 24th July 2019

Thank you for applying.