

# Core Arts Application for Employment

Job applied for: **Membership Manager**

Please fully complete this form using type or black ink. A curriculum vitae is not an acceptable form of application unless stated otherwise.

Applications received after the closing date will not be considered.

Please email the completed application form to:

**E-mail: [gmolinari@corearts.co.uk](mailto:gmolinari@corearts.co.uk)**

For further information please call our office on 020 8510 9990.

**Closing date: Sunday 18<sup>th</sup> September 2016.**

**The information you supply on this form will be treated in confidence.**

## Personal details

Last name:

First name(s):

Address:

Post code:

Email:

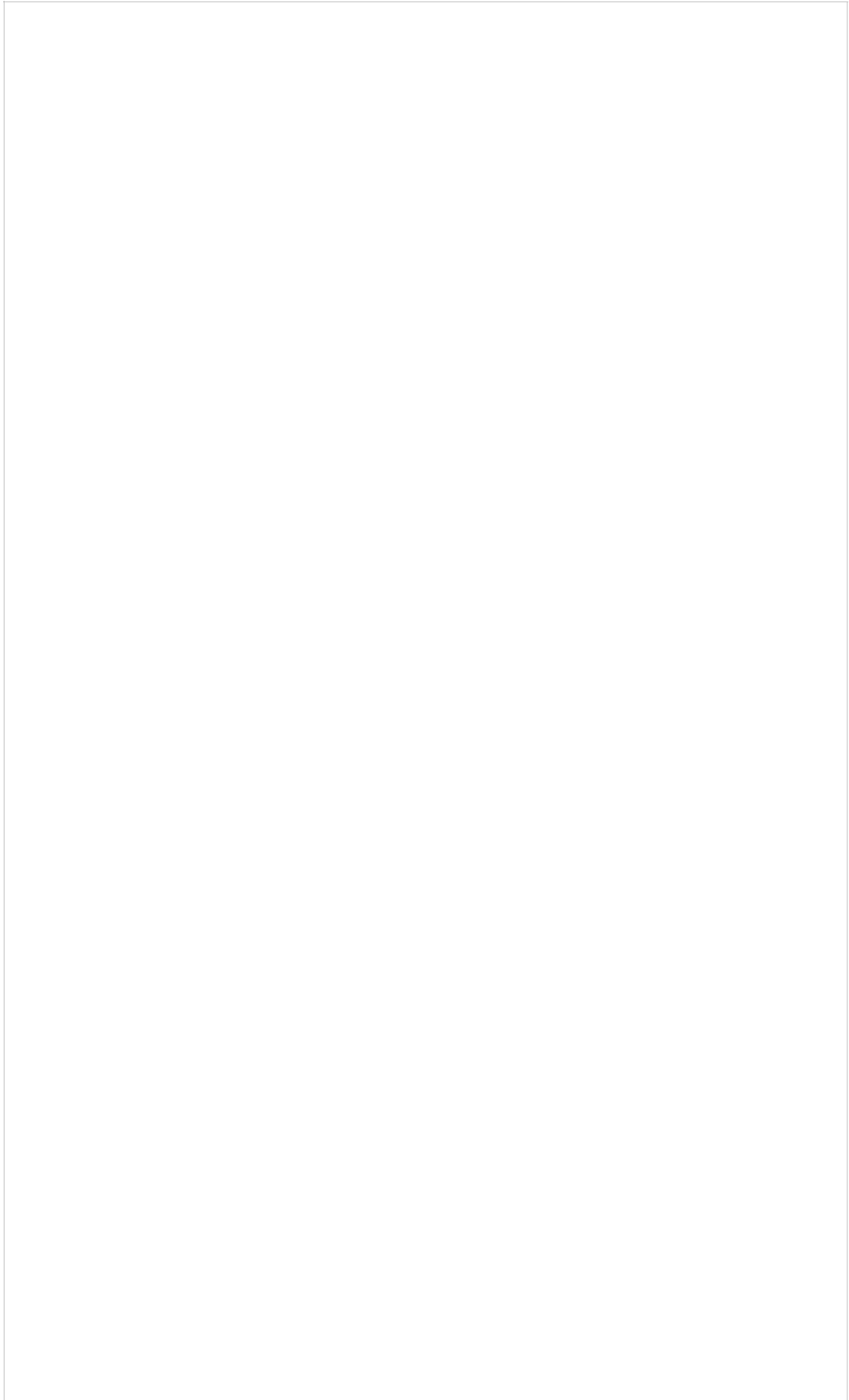
Home  
telephone:

Daytime  
telephone:

Mobile telephone:

National Insurance  
No:

Are you able to take up employment in the UK with no current immigration restrictions?		Yes	No
<b>If you are successful you must provide evidence of eligibility to work in the UK prior to your appointment.</b>			
<b>Current or most recent employment/voluntary work</b>			
Employer :			
Job Title:			
Address:			
Post code:	Current start date:		
Current/last salary:		Grade :	Benefits:
Reason for leaving:			
Period of notice:			
<b>Brief description of main duties/responsibilities. (Please continue on a separate sheet if necessary)</b>			



**Previous Employment or Work Experience Record**

Please provide full details of all your previous paid and unpaid employment in date order since leaving full-time education, explaining any breaks.

Name of employer and type of business	Position held, duties and responsibilities	Reason for leaving	Dates from - to

**Education Qualifications & Training obtained from schools / colleges / universities**

Name of Schools, Colleges, Universities etc.	Name of Course	Dates from - to	Qualifications and Grades obtained

**Other relevant qualifications or records of achievement**

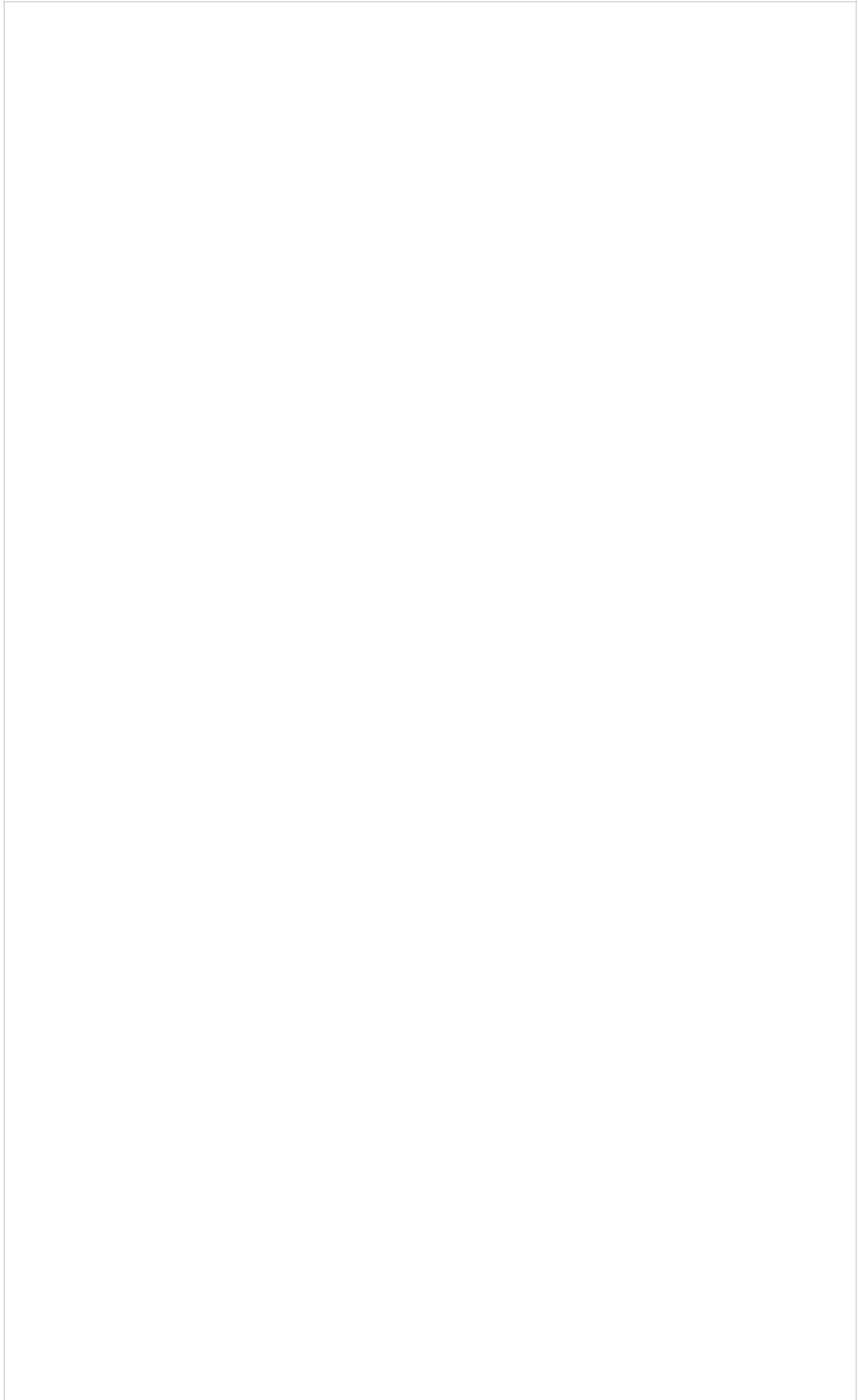
Please provide details of any other relevant qualifications or records of achievement (e.g. courses attended), including membership of professional bodies. (Please note if you are appointed we will need to see your original qualification certificates. Continue on a separate sheet if necessary).

Professional Qualifications and Memberships of Professional Bodies	Qualifications and / or Grades obtained	Dates from - to	Level of achievement

## **Personal Statement**

### **Abilities, skills, knowledge and experience**

Please use this section to explain in detail how you meet **all** of the requirements of the Person Specification and why you consider yourself suitable for the post. This should include all aspects of your education and experience, including paid or voluntary work, study or training that are relevant to this position (maximum 3 pages)





Reference 1		
Name:		
Job title:		
Work relationship:		
Organisation:		
Address:	Post code:	
Telephone:		
E-mail:		
May we approach them at this stage?	Yes	No
Reference 2		
Name:		
Job title:		
Work relationship:		
Organisation:		
Address:	Post code:	
Telephone:		
E-mail:		
May we approach them at this stage?	Yes	No

<b>Declarations</b>	
If appointed, do you have any interests, carry out any work or hold any appointments that may conflict with this role?	Yes      No If yes, please detail on a separate sheet.
<b>Criminal convictions</b>	
Do you have a Criminal Conviction(s) or police caution(s)?	Yes      No
<p>If you answer yes and you are successfully short-listed you will be expected to provide the panel with details of the conviction(s) or offence(s) in a sealed envelope marked 'private and confidential'. The envelope will only be opened and considered if the panel agree to appoint you for the post. If you are not selected the envelope will be securely destroyed.</p> <p>Failure to disclose any conviction(s), may lead to the withdrawal of the offer of employment.</p>	
<b>Data Protection Act 1998</b>	
<p>Under the Data Protection Act 1998, Core Arts, reserves the right to collect, store and process personal data about applicants in so far as it is relevant to your application. This also applies during employment and for six years thereafter. This includes processing of sensitive data for the purposes of monitoring Core Arts Service's equality and diversity policy.</p>	

**Statement to be signed by the applicant**

I acknowledge that Core Arts is under a duty to protect the public funds it administers and to this end I agree it may use information provided on this form for the prevention and detection of crime and it may share this information with other bodies solely for these purposes.

I have read, and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

I confirm that to the best of my knowledge, the information given in this application form is true and correct and gives a fair representation of my skills and work experience. I understand that giving false or misleading statements or withholding information may result in disciplinary action including dismissal from Core Arts or withdrawal of an offer of employment.

I hereby give consent to the collection, storage and processing of my personal data.

Please note: Applications are only accepted via e-mail, if short listed for interview you will be asked to sign your application upon being called for interview.

Signed:

date:

# Core Arts Equal Opportunities Monitoring Form

Core Arts has an equality and diversity policy and is keen to ensure that the policy is working effectively. The information you provide will be treated in the strictest confidence and will be used only for statistical monitoring and is not used as part of the interview selection process.

## About you

Last name:

Post code

Where did you see this job advertised?

*name of newspaper/journal, vacancy bulletin, friend etc.*

## Gender

Are you  Female  Male  Transgender

## Ethnicity

### Asian

Bangladeshi

Chinese

Indian

Pakistani

Vietnamese

Asian other

### Black

Caribbean

African Somali

Other African

White & Black Caribbean

Black other

## Mixed or Dual Heritage

White & Asian		White & Black African	
White & Black Caribbean		Mixed other	
<b>White</b>			
English		Irish	
Scottish		Welsh	
White other			
<b>Other</b> Any other ethnic background (specify)			
<b>Sexual Orientation</b>			
How would you define your sexual orientation:			
Bisexual			
Gay			
Heterosexual			
Lesbian			
Decline to state			

<b>Age</b>			
Age:	16-25	26-35	36-45 46-55 56-65 Over 65
<b>Religion / Belief</b>			
What is your religious belief?			
Buddhist		Jewish	
Christian		Muslim	
Hindu		Sikh	
Other		Decline to state	
<b>Disability</b>			
Core Arts believes that people are disabled by the barriers society places in their way and not by their own impairments. We believe that everybody has a role to play in society and we want Core Arts to benefit from the widest range of talent available. Our recruitment policy aims to reflect these beliefs.			
Do you consider yourself to be disabled?      Yes                      No			
<b>What do we mean by a disability</b>			
The Disability Discrimination Act defines disability as 'a physical or mental impairment with long term, substantial effects on ability to perform day to day activities			
<b>Examples of Disabilities</b>			
The following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you to answer the question.			
<b>Hearing, speech or visual impairments</b> (if you wear glasses or contact lenses this is not normally considered a disability)			
<b>Co-ordination, dexterity or mobility</b> (e.g. polio, spinal cord injury, back problems, repetitive strain injury)			
<b>Mental health</b> (e.g. schizophrenia, depression, severe phobias)			
<b>Speech impairment</b> (e.g. stammering)			
<b>Learning Disabilities</b> (e.g. Down's syndrome)			
<b>Other physical or medical conditions</b> (e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia etc)			

**Declaration**

**I confirm that to the best of my knowledge, the information given in this monitoring form is true and correct.**

**I hereby give consent to the collection, storage and processing of my personal data. If you are returning this form by e-mail, you will be asked to sign your application upon being called for interview.**

Signed

Date