AE-EO: Application Part One

**YOUR INITIALS AND THE DATE (e.g. AB28.10.23):**

In order for us to anonymise applications before scoring **please rename this file with your initials and the date at the end of the file name**. When finished, send to [jobs@arts-emergency.org](mailto:jobs@arts-emergency.org) alongside Part Two form (available to download [**here**](https://www.arts-emergency.org/files/Recruitment/AE-EO_2024-Part-Two-Job-history-supporting-statements.docx))

The details in this section will only be shared with the recruitment panel if you are shortlisted for an interview.

**1) PERSONAL DETAILS**

Position applied for:

Forenames:

Surname: .

Preferred name:

Preferred pronouns:

Address:

Telephone:

Email:

Do you require a permit to take up work in the UK? Yes No

Are you subject to any conditions relating to your employment in the United Kingdom? Yes No

If yes, do you have a work permit as at the date of this application and if so, what is the expiry date?

We are required to carry out basic document checks on every person we intend to employ. All successful applicants will be required to show proof of their right to work in the UK.

Under the Rehabilitation of Offenders Act 1976, are there any convictions which you are required to disclose? Yes No

If yes, please provide details (disclosing this information will not necessarily preclude you from being considered or appointed for this role):

**Referees:**

Please give details of two referees, one being your most recent employer.

If you have not been employed please provide details of a personal or educational referee. This person should not be a family member or relative.

**Referee 1**

Name:

Job title:

Address:

Telephone: Email:

May we contact this referee at this stage? Yes No

**Referee 2**

Name:

Job title:

Address:

Telephone: Email:

May we contact this referee at this stage? Yes No

**2) DATA PROTECTION NOTIFICATION**

We will manage the personal information provided in all parts of this application in accordance with the General Data Protection Regulation (GDPR). We will use it to contact you about and process your application. Personal information about unsuccessful candidates will be held for 6 months after the recruitment process is completed, after which it will be securely destroyed. This is to allow us to provide feedback to unsuccessful interviewees, and deal with any queries you may have about the recruitment process. If you want your personal data to be removed before this time period please contact us at info@arts-emergency.org.

**3) DECLARATION**

**I consent to Arts Emergency holding the data (as outlined in section 4) in the application form and supporting statements form. I confirm that to the best of my knowledge the information provided is true and correct. I understand that any false information provided in this application will invalidate any resulting job offer. All job offers are subject to receipt of satisfactory references and a DBS check**. If you cannot sign please type or initial**.**

Signed: Date:

**Please return this application (along with Part Two) to:** jobs@arts-emergency.org

We would also be grateful if you could complete our Equality and Diversity Monitoring Form ([click here](https://www.surveymonkey.com/r/LSS5PMS))[.](https://www.surveymonkey.co.uk/r/93HWV26) The survey is anonymous and not linked in any way to your application. Any information you provide will be used by Arts Emergency to monitor the demographics of candidates applying for roles and make improvements in line with our diversity and inclusion ambitions. This data will be treated in accordance with the General Data Protection Regulation 2018.