AE-EO: Application Part One

In order for us to anonymise applications before scoring please rename this file with your initials and the current date at the end of the file name, e.g. AB-28-10-2023.

When finished, send to [jobs@arts-emergency.org](mailto:jobs@arts-emergency.org) alongside **Part Two** form (available to download [here](http://arts-emergency.org/jobs)).

Part Two includes your supporting statements which we separate out so that these can be marked anonymously before seeing any personal information, ensuring that the application process is as fair as possible.

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

# Personal Details

Position applied for: Community Events Officer

Forenames:

Surname:

Preferred name:

Preferred pronouns:

Address:

Telephone:

Email:

Do you require a permit to take up work in the UK?

Yes / No (delete as appropriate)

Are you subject to any conditions relating to your employment in the United Kingdom?

Yes / No (delete as appropriate)

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 (delete as appropriate)

If yes, please provide details:

Please note, disclosing this information will not necessarily preclude you from being considered or appointed for this role.

We guarantee to interview anyone who identifies as disabled and whose application meets the person specification for a post. To be invited to interview under this scheme, you must first show in your application that you meet the person specification for the role (this will be assessed through the supporting statements in Part Two). Do you qualify for and wish to apply under the guaranteed interview scheme?\*

Yes / No (delete as applicable)

\* Whether you are applying under the scheme or not, if you are invited to interview we will ask you to let us know if you need any adjustments to ensure it is inclusive and works for you. We are committed to making reasonable adjustments throughout the recruitment process and if you join us, to where and how you work.

# Employment and Education History

**Current or most recent job**

Job title:

Employer’s name and address:

Date started:

Date left (if applicable):

Brief outline of duties:

Notice required:

Reason for leaving / wishing to leave:

**Previous employment, education and training**

Please start with the most recent position and fill in your employment and educational history below. For safeguarding purposes, we would like to understand your journey since leaving secondary education.

1. Job /Course title:

Employer / education or training provider name and address:

Date started:

Date left:

Brief outline of duties / results of course (if applicable):

2. Job /Course title:

Employer / education or training provider name and address:

Date started:

Date left:

Brief outline of duties / results of course (if applicable):

3. Job /Course title:

Employer / education or training provider name and address:

Date started:

Date left:

Brief outline of duties / results of course (if applicable):

4. Job /Course title:

Employer / education or training provider name and address:

Date started:

Date left:

Brief outline of duties / results of course (if applicable):

If you need more space, please copy the sections above and use the additional information section to list any other roles.

If you have had any gaps in your working or education history since secondary education please provide details as to what you were doing in at these times:

# References

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

If you have not been employed please provide details of a personal (not relatives) or educational referee.

**Referee 1**

Name:

Job title:

Address:

Telephone:

E-mail:

May we contact this referee at this stage? Yes / No (delete as appropriate)

**Referee 2**

Name:

Job title:

Address:

Telephone:

E-mail:

May we contact this referee at this stage? Yes / No (delete as appropriate)

# Data Protection Notification

We will manage the personal information provided 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](mailto:info@arts-emergency.org).

# Declaration & next steps

“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.”

Signed: Date:

(If you can’t include a signature scan or similar, please type your name)

**Next steps:**

* Please return this application (along with Part Two) to**:** [jobs@arts-emergency.org](mailto:jobs@arts-emergency.org)
* We would also be grateful if you could complete our Equality and Diversity Monitoring Form, link available on our website [here](https://www.arts-emergency.org/jobs).
  + 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 demographic 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 Data Protection Act 1998.