**APPLICATION FOR EMPLOYMENT**

Span Arts Ltd is striving towards equal opportunities and welcomes applications from all sections of the community.

**Before completing this form, please read the accompanying Guidance Notes.**

**How to submit:**

Please submit applications by 9am on the closing date to marketing@span-arts.org.uk. We encourage you to send your applications by email. Please refer to the guidelines in this pack before applying.

By email:**info@span-arts.org.uk**

By post: Please mark your envelope –‘Private - Recruitment’

Closing date for receipt of applications is 9amon **Wed 29th September 2021.**We regret that applications received after that time cannot be considered. Please do not send a CV.

Shortlisted candidates will be contacted by phone or email. Interviews will take place on **Wednesday 6th October 2021**.

Post applied for **Digital Marketing Assistant (Maternity Cover)**

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Title   | Surname  | First Name:  |
| Address:   Postcode:  |
| Home telephone number    | Work telephone number  |
| Mobile telephone number    | E-mail address  |
| Current post / job title   | Current salary  £  |

**EDUCATION, TRAINING AND PROFESSIONAL QUALIFICATIONS**

Please start with the most recent and work backwards ~ expand boxes / continue on another sheet

|  |  |  |
| --- | --- | --- |
| Dates **From:  To:**  | School/ College/ University / Training Body / Other   | Qualifications Obtained  |
|                      |   |   |

**PREVIOUS EMPLOYMENT (Paid & / or Unpaid)**

Please start with your **most recent** position – please explain any gaps in your employment history.

Continue on one separate sheet of A4 if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates **From:  To:**  | Employer Name   | Job title and brief details of main responsibilities.   Please state whether full or part time    | Reason for leaving  |
|                                                      |   |   |   |

**SUPPORTING STATEMENT**

**Please read the application guidelines before completing this section**

* Drawing on your personal and work experience, education and training, please demonstrate how you meet **the requirements set out in the person specification**and job description.
* Please address **each point** in the person specification in the **same order** as in the job description sheet.
* Make any additional comments at the end.
* Please expand the sections if typing or continue on a separate sheet as necessary.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

Desirable Skills, Experience and Attributes

13.

14.

15.

Any other comments?

**REFEREES**

Please provide details of two people, not related to you, who will provide an employment reference for you.  One of these must be your current or most recent employer if you are not currently employed.  The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying.

|  |  |
| --- | --- |
| Referee Name   | Referee Name   |
| Organisation Name   | Organisation Name   |
| Referee’s Occupation   | Referee’s Occupation   |
| Address   Postcode  | Address   Postcode  |
| Email   | Email   |
| Contact number   | Contact number   |
| Relationship to you   | Relationship to you   |

May we request a reference (tick one) May we request a reference (tick one)

|  |  |  |
| --- | --- | --- |
|   | at any time  | at any time  |

|  |  |  |
| --- | --- | --- |
|   | only after an offer of employment  | only after an offer of employment  |

Please provide details of any special arrangements or adjustments you may require to enable you to participate in our selection process effectively.

In order to comply with the Asylum and Immigration 1996 we are required to see proof of your right to work in the UK.  This will be requested once an offer of employment has been made.  However, if you require a work permit in order to work in the UK please indicate by ticking this box:



Please provide details of any unspent convictions or cautions you have under the terms of the Rehabilitation of Offender Act, 1974.  Offences resulting in driving licence endorsements should be disregarded.  Failure to disclose such information may result in dismissal or disciplinary action by Span Arts Ltd.  This information will be treated as confidential and will not necessarily preclude you from employment.

**DECLARATION**

To the best of my knowledge the information on the application form and equal opportunities monitoring form is correct.

Name: Please Print

Signed:      Date

Put an ‘X’ in this box (instead of signature) if you are returning this form electronically.Page Break**Diversity Monitoring Information**

**Job title**

**Candidate ref. number (for office use only)**

Span Arts is committed to valuing diversity and promoting equality.  We encourage and welcome applications from suitably qualified candidates from all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

In order to achieve these aims we need to know about the diversity of people who apply to work for us.  Please help us by providing the following information.

All information will be treated confidentially and will be separated from your application form before making any selection decisions.

**This information will not affect your application.**

**Age**

r <25 r 25-34  r 35-44 r 45-54  r 55-64  r 65+

**Gender** r Female  r Male  r Prefer not to say

**Disability**

Span Arts believes that people are disabled by the barriers society places in their way and not by their own impairments.  We believe everyone has a role to play in society and we want our organisation to benefit from the widest range of talent available.

Do you consider yourself to be a disabled person or do you have a long-term health condition? r Yes  r No  r Prefer not to say

**Ethnic origin**

How would you describe yourself?  Please tick as appropriate from **one** section only.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A  White**  | **B  Mixed Heritage**  | **C  Asian or** **Asian British**  | **D  Black or Black British**  | **E  Chinese or Other Ethnic Group**  | **F Prefer not to say**  |
| r  British r  English r  Scottish r  Welsh r  Northern Irish r  Irish r  Gypsy or Irish Traveller r  Any other White background, please state  | r  White and Black Caribbean r  White and Black African r  White and Asian r  Any other Mixed background, please state   | r  Indian r  Pakistani r  Bangladeshi r  Any other Asian background, please state   | r  Caribbean r  African r  Any other Black background, please state  | r  Chinese r  Arab r  Any other, please state  | r  |

**Sexual orientation**

What is your sexual orientation?

r  Bisexual

r  Gay man

r  Gay woman / lesbian

r  Heterosexual / straight

r  Other

r  Prefer not to say

**Religion or belief**

Which group below do you most identify with?

r  No religion

r  Christian (incl. Church of England, Catholic, Protestant & other denominations)

r  Buddhist

r  Hindu

r  Jewish

r  Muslim

r  Sikh

r  Other, please state……………………

* Prefer not to say

**Language**

* Welsh   ¨ as a 1st language  ¨ as a 2nd language

* English   ¨ as a 1st language  ¨ as a 2nd language

Any other ¨ as a 1st language  ¨ as a 2nd language

please specify (include BSL)… ¨Prefer not to say

**Where did you FIRST learn of the post?**

………..……………………………………………………………………………………