



E-APPLICATION FORM

The information you provide here is the only information we will use in deciding whether or not you will be short listed for an interview or test. It is therefore very important that you give as much relevant information as possible.

<u>Job Applied for</u>
<u>Job Location</u>

Initials	Surname
Address	
Postcode	
Preferred contact telephone number	
Other Telephone Numbers	

Current or most recent job Please give the job title and company name of your most current or recent employer. If you are working for yourself put 'self-employed' where the form asks for 'employer'. If you are unemployed or are returning to work, give details of your last job, however long ago it was.	Job title:	
	Employer:	
	Date started:	Date Left
	Salary:	
	Notice period required:	

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Please attach additional information in a separate word document if necessary.

EDUCATION	school/college/university	from	to	course type, eg GCSE, NVQ	Subjects grades obtained

Please list all relevant training

TRAINING	from	to	type of course

Suitability for the job

This is the most important part of your application. Please tell us what makes you suitable for this job. Your application will be judged against the person specification, which lists the essential requirements and competences for the post. Please ensure you indicate whether you have all the necessary attributes outlined in the job specification and fulfil any other requirements, such as a driving licence or ability to work unsociable hours. Please address each point of the person specification giving details of your skills, experience and knowledge in these areas.

Please be specific. The short listing panel needs to know how and why you consider yourself suitable for the job. Give details of duties carried out in your current and previous jobs and mention any relevant experience gained outside paid employment (for example, you may have done voluntary work in the community or have experience of organising social activities or carrying out domestic duties).

Equality and diversity monitoring form

198 Contemporary Arts and Learning values the diverse nature of its staff and those using our services. We will ensure that this is reflected in all our practices, policies and services.

198 Contemporary Arts and Learning commitment to equality involves much more than positive action to promote equality and diversity and eradicate discrimination. It means that we are actively committed to encouraging and promoting the richness brought to the organisation by the diverse Nature of our staff and service users.

The Equal Opportunities Commission and the Commission for Racial Equality strongly recommend that these equal opportunities policies are monitored effectively and we fully support this. Monitoring is essential to ensure that the policies are being properly implemented and your answers to the questions overleaf will provide statistical information to enable our selection process to be carried out effectively.

This sheet will be detached before your application is considered. Any information given will be held in strict confidence and will not affect your application. We ask for your co-operation in completing this form.

Thank you.

Equality and Diversity Monitoring form

Name:

Job Applied for;
Where did you see the post advertised?

Age:	Under 18 <input type="checkbox"/>	18-25 <input type="checkbox"/>	26-35 <input type="checkbox"/>	36-45 <input type="checkbox"/>	46-55 <input type="checkbox"/>	55+ <input type="checkbox"/>
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Third gender/intersex <input type="checkbox"/>			

Ethnic origin: Please place an 'X' against one of the following:

<p>1. Asian</p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Any other Asian background <input type="checkbox"/></p> <p>2. Black or Black British</p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Any other Black background <input type="checkbox"/></p> <p>3. Chinese or Other ethnic group</p> <p>Chinese <input type="checkbox"/></p> <p>Any other ethnic group <input type="checkbox"/></p>	<p>4. Mixed/dual Heritage</p> <p>White and Black Caribbean <input type="checkbox"/></p> <p>White and Black African <input type="checkbox"/></p> <p>White and Asian <input type="checkbox"/></p> <p>other <input type="checkbox"/></p> <p>5. White</p> <p>British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other White background <input type="checkbox"/></p>
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Disability: Please place an 'X' against one of the following

<p>Do you consider yourself to have a disability within the meaning of the Disability Discrimination Act 1995?</p> <p><i>Under the Disability Discrimination Act 1995, a person is considered to have a disability if he/she has a physical or mental impairment that has a substantial and long term effect on his/her ability to carry out normal day to day activities.</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please specify the type of disability</p> <p>Communication difficulties <input type="checkbox"/></p> <p>Hearing impairment <input type="checkbox"/></p> <p>Learning disability <input type="checkbox"/></p> <p>Mental Health disability <input type="checkbox"/></p> <p>Mobility disability <input type="checkbox"/></p> <p>Visual impairment <input type="checkbox"/></p>	<p>Other - please specify</p> <p>Are there are aids and/or adaptations required for interview?</p> <p>Please specify</p>
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Religion or belief: Please place an 'X' against one of the following

No religion	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Catholic	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Other	<input type="checkbox"/>
Hindu	<input type="checkbox"/>		

Sexual Orientation: Please place an 'X' against one of the following

Bisexual	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>
Gay/Lesbian	<input type="checkbox"/>		

Thank you for completing this form.

References	Please give the names and addresses of two referees, one of whom must be your current or most recent employer. The second referee can be anyone (excluding relatives), including a previous employer. Any offer of employment will be dependent on whether or not we receive satisfactory references. We will contact your referees only if we offer you the job and not before.	
	First referee Employer	Name
		Organisation / company
		Address
		Postcode
		Daytime telephone
	Second referee Can be anyone (excluding relatives), including a previous employer	Name
		Address
		Postcode
		Daytime telephone
In what capacity do you know the second reference		

Additional information	If you are related to anyone working for 198 Contemporary Arts and Learning, please give their name (s) and your relationship to them	
	Do you have the Right to Work in the UK?	Yes

Additional information		
	Signed	Date

Declaration	I understand that, in the event of being offered the job, I will be required to complete a confidential declaration in respect of my state of health. For posts working with young people and vulnerable adults. I understand that ill health or a criminal record will not necessarily bar me from the post.	
	I confirm that the information I have given on the form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made.	
	Signed	Date

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Equality and diversity	The monitoring form is detached before shortlisting and does not affect the outcome of your application. It is purely for monitoring our equality and diversity policy.
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