

**APPLICATION FORM**

# SECTION ONE

## CONFIDENTIAL APPLICATION FOR EMPLOYMENT

This application form and the personal details it contains will be kept on record.

POSITION APPLIED FOR: SPACES AND STUDIOS ADMINISTRATOR

SURNAME:

FORENAMES:

ADDRESS:

DAYTIME TELEPHONE NO:

EVENING TELEPHONE NO:

EMAIL ADDRESS:

FULL UK DRIVERS LICENSE:

HOW DID YOU FIND OUT ABOUT THIS JOB:

SECTION TWO

**PREVIOUS EMPLOYMENT**

Please detail your work history (paid or unpaid) with your current or most recent employer first:

Name and Address of Employer:

From: To:

Rate of Pay

Reason for Leaving:

Position Held and Duties Undertaken

If offered employment how much notice are you required to give your current employer?

**WORK HISTORY (continued)**

*Please list your work history below and on a separate sheet if necessary:*

**EDUCATION and TRAINING**

*Please give details and dates of completion of relevant qualifications and training:*

**FURTHER SUPPORTING INFORMATION**

*Please outline what personal attributes and characteristics you feel qualify you for this post along with any other information. You might want to let us know:  
- Why you are interested in this role and contributing to the work of East Street Arts.  
- What skills, knowledge and experiences you have that are relevant to the role.   
- Your top three professional achievements and why you’re proud of them.  
- Self-describe any barriers you may have faced in gaining access to the arts. You may also want to identify how you overcame those barriers and / or what further resources might help with this if these barriers remain in place.*

*(no more than 800 words)*

**REFERENCES**

*Please give below the names and addresses of two referees.*

1.

2.

**DECLARATION**

I authorise East Street Arts to obtain references to support this application once an offer has been made and accepted and release the company and referees from any liability caused by giving and receiving information. I accept that any offer made is subject to the receipt of references and Disclosure and Barring Service (DBS) checks that are satisfactory to the Company.

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal. I also accept that it is my personal responsibility to notify the Company of any employment I accept other than the position for which I am employed and to declare on a weekly basis the actual hours worked.

Signature:

Date:



Equal Opportunities

East Street Arts encourage and welcome applications from candidates regardless of ethnic origin, disability, sexual orientation, age, religious belief or any other irrelevant factor. To support this commitment and to help us develop our policies and procedures, we ask all job applicants to complete this survey. Any information you provide will be treated as strictly confidential, be held separately from the application form and will only be used for anonymous monitoring purposes. It will not be used at any stage of the selection process. Please note all questions are optional and we respect your right not to provide all or some of the information requested, but the more information that is supplied, the more effective our monitoring will be.

Any information you share will be kept confidential, is anonymous and will only be used for monitoring purposes. The information you provide will be held by East Street Arts.

Thank you

1. Which vacancy are you applying for? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Which of the following do you feel most represents you?

* Female
* Male
* Non-binary
* Gender fluid
* Intersex
* Agender
* Prefer not to say

If you prefer to self describe please do so here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Is the gender you identify with different to the one you were assigned at birth?

* Yes
* No
* Prefer not to say

4. What best describes your sexual orientation?

* Bisexual
* Gay Man
* Gay Woman / Lesbian
* Heterosexual / Straight
* Queer
* Asexual
* Pansexual
* Prefer not to say

If you prefer to self describe please do so here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. What is your age

* 0 - 19
* 20 - 34
* 35 - 49
* 50 - 64
* 65+
* Prefer not to say

6. What best describes your ethnicity?

* White - British
* White - Irish
* White - Gypsy or Irish Traveller
* White - Any other White background
* Mixed - White and Black Caribbean
* Mixed - White and Black African
* Mixed - White and Asian
* Mixed - Any other Mixed background
* Asian / Asian British - Indian
* Asian / Asian British - Pakistani
* Asian / Asian British - Bangladeshi
* Asian / Asian British - Chinese
* Asian / Asian British - Any other Asian background
* Black/ Black British - African
* Black/ Black British - Caribbean
* Black/ Black British - Any other Black background
* Arab
* Other ethnic group
* Prefer not to say

If other ethnic group or if you prefer to use your own term please provide this here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Do you consider yourself to have a disability?

* Yes
* No
* Prefer not to say

8. What best describes your religion/faith?

* Muslim
* Christian
* Hindu
* Buddist
* Sikh
* Jewish
* Non-religious - Atheist, Humanist,etc.
* Other
* Prefer not to say

If you prefer to self describe please do so here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_