

Arts Administrator Application Form

How to apply

1. Please read the Job Description and Requirements before completing this application form. The Job Description can be downloaded from www.worcesterlive.co.uk
2. Fill in the application form. You may download it and complete it on a computer or handwrite your application on a printed copy, scan it and email it back. Do not send a CV.

Please ensure that in the supporting Information on the application form you tell us how your experience and skills match the Job Description and Requirements for this job. This is how we will assess your application.

3. Once you have completed your application form, send it via email to lizworcesterlive@live.co.uk and write **Arts Administrator Application** in the subject line.
4. Applications must be received by **midnight on 30th September**. We regret that we cannot consider any applications received after the deadline.

Once the deadline has passed, we will select candidates for interview based on the information provided on the application form and how it meets the criteria set out in the Job Description.

APPLICATION FOR EMPLOYMENT
Private and Confidential

PERSONAL INFORMATION

Post Applied for:

a. Personal Details

First Name Preferred title
(e.g. Mr, Mrs, Ms)

Surname

Address

Telephone Daytime: Mobile:

E-Mail

Are there any restrictions on you taking up employment in the UK? **Yes / No**

If **YES** please provide details:

Driving Licence:
Do you have a current driving licence? **Yes / No**

Groups:

Expiry date:

Details of Endorsements:

3. Employment History

Please give details of any employment experience you have had, including voluntary positions if relevant, with the **most recent post** first. Freelancers with a large number of short term contracts may wish to select their most relevant work experience.

If you are currently in employment please state your notice period.

Please explain any gaps if employment is not consecutive.

DATE FROM	DATE TO	NAME OF ORGANISATION	JOB TITLE	MAIN RESPONSIBILITIES	PAID/ VOLUNTARY	REASON FOR LEAVING

4. Referees

Please provide two professional references. One of which should be your current or most recent employer.

Name		Job Title	
Company		Relationship to you	
Email		Phone	
May we contact prior to interview	Y / N (Delete as appropriate)		

Name		Job Title	
Company		Relationship to you	
Email		Phone	
May we contact prior to interview	Y / N (Delete as appropriate)		

5. Supporting Information – Experience, Skills & Interests

Using the Job Description and list of Requirements provided, please outline your reasons for applying, your relevant experience, and why you are a suitable candidate for this post.

6. Other relevant information

Please use this space to tell us about any other relevant information you would like us to consider in assessing your application.

7. Leisure

Please note here your leisure interests, sports and hobbies, other pastimes etc.

8. Current Membership of Professional bodies

Please note any professional bodies you are a member or registered with

9. Criminal Record

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. **If none please state.**

In certain circumstances employment is dependent upon obtaining a satisfactory Disclosure & Barring Certificate from the Disclosure & Barring Service/Disclosure Scotland.

DECLARATION: Please read carefully before signing this application.

- 1. I confirm that the information provided in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.**

- 2. (Should the company require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor.) I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.**

- 3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service/Disclosure Scotland for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction on the company any offer of employment may be withdrawn or my employment terminated.**

Signed:

Date:

Name:
