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|  | **SEACHANGE TRUST (T/A OUT THERE ARTS) APPLICATION FOR EMPLOYMENT** (STRICTLY CONFIDENTIAL) |

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| This application form is an integral part of our selection procedure. It has been designed to enable you to give us a meaningful written representation of yourself and your career interests. Please complete the form as accurately and completely as possible. |
| **POSITION APPLIED FOR:** |

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| **PERSONAL DETAILS** | | |
| Mr/Mrs/Ms/Miss Surname: Forenames: | | |
| Address: | | |
| Telephone number: **\***Do you have access to your own transport?  **YES/NO**  Work:  **\***Driving Licence details:  Home:  **\***Endorsements:  Mobile:  Email: | | |
| \* These questions need only be answered if the job you are applying for involves travel as part of the daily duties | | |
| Is your ability to perform the particular job for which you are applying limited in any way? YES/NO  If yes, how can we overcome this? | | |
| **Number of days off work in the last 2 years:**  (If significantly more than 10 days, was there a particular reason? Please give brief details. | | |
| **Health Questionnaire**  *Successful candidates may be required to complete a confidential pre employment health questionnaire. The result may occasionally make it necessary for some candidates to undergo a medical examination.* | | |
| **Disability**  *Under the Equality Act 2010, a disability is defined as, “a physical, sensory or mental impairment which has, or is expected to have, a substantial or long-term adverse effect on a person’s ability to carry out normal day-to-day activities (of whatever kind)”.* | | |
| Do you consider yourself to have a disability according to the above definition? | Yes / No / Prefer Not to Say | |
| **Right to Work in the UK**  *Under the requirements of the Immigration, Asylum & Nationality Act (2006) all candidates shortlisted for posts at SeaChange Arts will be asked to provide documentary evidence of their right to reside and work in the UK.*  *By signing this application form, candidates give their permission for SeaChange Arts to take copies of any documents produced as evidence and for these to remain on the personnel file of the successful candidate.* | | |
| Do you have the right to reside and work in the UK and have documentary evidence to support this? | | Yes/No |
| Any further information you wish to provide relating to your right to reside or work in the UK (optional) | | |
| **Education, Training, Qualifications and Experience**  SeaChange Arts reserves the right to verify any information given in relation to previous training, qualifications and/or education. | | |
| **\***Secondary Education From To Qualifications Gained  (Name & Address of School | | |
|  | | |
| **\***College/University From To Qualifications Gained  (name & Address) | | |
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| \*Please only list information you feel is relevant to the position applied for. | | |
| Other courses attended which you consider relevant to the position applied for: | | |
| Please give details of Experience/Skills acquired where no formal qualification has been gained. | | |
| Membership of professional institutions: | | |
| **Employment and Career History** (SeaChange Arts reserves the right to verify any information given in relation to previous and current employment) | | |
| **Present or Last Post** | | |
| Name and Address of employer:  Post Code: Telephone No: | | |
| Position held: Date appointed:  Date left: Final Salary: | | |
| Please give a brief description of your duties: | | |
| **Career History** (Most recent first) | | |
| Name & address of employer and From To Brief description Reason for  nature of business of position held leaving  and responsibilities | | |
| Please continue on a separate  sheet if necessary | | |
| **Notice to Applicants**  *Out There Arts aims to promote equality of opportunity and welcomes applications from diverse candidates with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes, only where the conviction is relevant. Because of the nature of the work for which you are applying this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986, the Police Act 1997 as amended by Part V of the Protection of Children Act 1999.*  *As a Regulated Activity Provider if you are offered employment into a regulated post, you will be subject to a Disclosure and Barring Service record check by the Disclosure and Barring Service before your appointment is confirmed. The DBS enhanced disclosure will include details of cautions, reprimands or final warnings, as well as convictions. The fact that conviction/caution(s) may have been reported against you will not necessarily debar you for consideration for appointment. This will depend on the circumstances, background and nature of the offence(s). However, SeaChange Arts will not employ anyone in a regulated position who is currently barred, or who is later found to be barred, from working with either children or vulnerable adults.*  *It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence or cautioned and, if so, for what offence(s). This includes offence(s) that may otherwise be considered as ‘spent’. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal.* | | |
| Have you ever been convicted of a criminal offence or cautioned? | | Yes / No |
| If your answer is ‘YES’, you must provide further details on a separate sheet.  Please attach it to this application form in a separate, sealed envelope marked 'Confidential'. | | |
| **Your Reasons for Applying for this Post** | | |
| *Please use this page to write a statement supporting your application. Give details of your interest in the post and show how your experience, skills and training – gained both in and outside paid work, and through study – relate to the detailed requirements of the job description and person specification. You may continue on up to two separate sheets that should be attached to the back of this application.* | | |
| **Hobbies, Leisure and Interests**  Please give brief details. | | |
| **Declaration**  To the best of my knowledge the information I have given is correct. I understand that giving false information or omitting to give relevant information could disqualify my application and, if I am appointed, could lead to my instant dismissal. | | |
| **Signature of Applicant: Date:** | | |
| **For Office Use Only.** Short – listed for Interview: YES/NO  If no, give brief reason: | | |
| **Please return this form to:** [hello@outtherearts.org.uk](mailto:hello@outtherearts.org.uk) | | |

**Referees**

Please give details of **two** referees. If you have been employed within the last five years, one of these must be an employer who can comment authoritatively upon your competence and experience in relation to your employment. (Character references will be accepted in the event you have never been employed or have been unemployed for more than five years.)

Name……………………………… Name………………………………….

Address…………………………… Address……………………………….

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……………………………………. ………………………………………..

Post Code…………………………. Post Code……………………………..

Telephone No…………………….. Telephone No…………………………

Status……………………………… Status………………………………….

Can we approach this referee Can we approach this referee

BEFORE the interview is held BEFORE the interview is held

YES/NO YES/NO