

Keighley Creative

Old Sunwin House Building, Cavendish Retail Park, Keighley BD21 3RB

**Job Application Form**

**KEIGHLEY CREATIVE: Cultural Heritage and Diversity Lead**

Please return this form to**:** admin@keighleycreative.org

**CLOSING DATE: 5pm, Monday 23rd May**

**Short-listed candidates will be notified by 26th May**

**INTERVIEWS: Monday 30th May**

Details entered in this form will be held in the IT system of Keighley Creative. They will be destroyed once shortlisting, interviews and appointment has been confirmed unless we ask for your explicit permission to hold on to your details in case of future job recruitment or you are the person appointed. There is a separate Equalities and Diversity Monitoring Form also sent to for completion please.

**PERSONAL DETAILS**

| **Title** |  |
| --- | --- |
| **First Name** |  |
| **Surname/Family name** |  |
| **UK National Insurance Number** |  |
| **Home address** |  |
| **Postcode** |  |
| **Landline telephone** |  |
| **Mobile telephone** |  |
| **Email address** |  |

**APPLICATION FOR EMPLOYMENT**

**Previous Employment**

Please record below the details of all your previous employment, beginning with the most recent first. Up to 5 previous employments can be entered here. If required, please provide additional information regarding your employment history within the ‘Supporting Information’ section.

**Previous Employer 1**

| **Employer Name** |  | | | |
| --- | --- | --- | --- | --- |
| **Address** |  | | | |
| **Job Title** |  | | **Grade/Salary Level** |  |
| **From Date** |  | | **To Date** |  |
| **Reason for Leaving** | |  | | |
| **Description of your duties and responsibilities** | |  | | |

**Previous Employer 2**

| **Employer Name** |  | | | |
| --- | --- | --- | --- | --- |
| **Address** |  | | | |
| **Job Title** |  | | **Grade/Salary Level** |  |
| **From Date** |  | | **To Date** |  |
| **Reason for Leaving** | |  | | |
| **Description of your duties and responsibilities** | |  | | |

**Previous Employer 3**

| **Employer Name** |  | | | |
| --- | --- | --- | --- | --- |
| **Address** |  | | | |
| **Job Title** |  | | **Grade/Salary Level** |  |
| **From Date** |  | | **To Date** |  |
| **Reason for Leaving** | |  | | |
| **Description of your duties and responsibilities** | |  | | |

**Previous Employer 4**

| **Employer Name** |  | | | |
| --- | --- | --- | --- | --- |
| **Address** |  | | | |
| **Job Title** |  | | **Grade/Salary Level** |  |
| **From Date** |  | | **To Date** |  |
| **Reason for Leaving** | |  | | |
| **Description of your duties and responsibilities** | |  | | |

**Previous Employer 5**

| **Employer Name** |  | | | |
| --- | --- | --- | --- | --- |
| **Address** |  | | | |
| **Job Title** |  | | **Grade/Salary Level** |  |
| **From Date** |  | | **To Date** |  |
| **Reason for Leaving** | |  | | |
| **Description of your duties and responsibilities** | |  | | |

*Please add additional employers/information on a separate sheet if relevant to this post*

| **If you have any gaps within your employment history, please state the reasons for the gaps below.** |
| --- |
|  |

**Education & Professional Qualifications**

| **All relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check.** | | | | |
| --- | --- | --- | --- | --- |
| **Subject** | **Qualification** | **Place of Study** | **Grade/result** | **Year obtained** |
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**Training Courses Attended**

| **Training courses that you have attended or details of courses that you are currently undertaking, together with the date completed or to be completed** | | | | |
| --- | --- | --- | --- | --- |
| **Course Title** | **Training provider** | **Course duration** | **Qualification /Grade/result** | **Year obtained** |
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|  |  |  |  |  |

**Supporting Information**

| In this box please give your reasons for applying for this post and additional information which shows how you match the person specification for the job (you will have been sent this document with the application form). This can include relevant skills, knowledge, experience, voluntary activities and training etc. |
| --- |
|  |

**Supporting Information continued**

| In this box please give your reasons for applying for this post and additional information which shows how you match the person specification for the job (you will have been sent this document with the application form). This can include relevant skills, knowledge, experience, voluntary activities and training etc. |
| --- |
|  |

**Supporting Information continued**

| In this box please give your reasons for applying for this post and additional information which shows how you match the person specification for the job (you will have been sent this document with the application form). This can include relevant skills, knowledge, experience, voluntary activities and training etc. |
| --- |
| **(Please continue on additional sheets if necessary).** |

**References**

You are required to supply the names and full contact details of two referees, including an email address. You may need to contact your referee to confirm this before you submit your application.

They must cover a three year period ofcontinuous employment, training or education. Your referees will need to confirm this. They may need to comment on your skills, personal qualities and suitability for the post.

Your referee could be an HR department, line manager or someone in a position of responsibility.

If you are a student or trainee this should include a teacher/tutor at your school/college or university.

If you have not been in employment or education for the last 3 years, you may need to supply a character reference or a personal statement. A character reference must not be from a relative or someone who has a financial arrangement with you.

Emails for employers must be a valid work email address rather than the referee's personal email address unless the email being provided is covering a gap in work history or if the employer no longer exists and the referee being used is a personal/character referee.

All reference requests will be verified KC.

Referees may be approached before interview, unless you state otherwise below.

**Referee 1**

| **Type of reference** (please put an X against the relevant category opposite) | Employer  Educational  Personal |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Surname/Family name** |  |
| **Title/Role** |  |
| **How does this person know you?** |  |
| **Address** |  |
| **Postcode** |  |
| **Work/landline number** |  |
| **Mobile number** |  |
| **Email address** |  |
| **Are you happy for us to contact this referee before interview Y/N** |  |

# **Referee 2**

| **Type of reference** (please put an X against the relevant category opposite) | Employer  Educational  Personal |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Surname/Family name** |  |
| **Title/Role** |  |
| **How does this person know you?** |  |
| **Address** |  |
| **Postcode** |  |
| **Work/landline number** |  |
| **Mobile number** |  |
| **Email address** |  |
| **Are you happy for us to contact this referee before interview Y/N** |  |

**Relationships**

| **If you are related to a Trustee, or have a relationship with a director or employee of Keighley Creative please state the relationship:** |  |
| --- | --- |

**Declaration:** The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

**I agree to the above declaration**

**Signature:** (if completing this form electronically please insert an electronic signature or, if that’s not feasible, please print off and then sign and scan this page and then email back to admin@keighleycreative.org).

NB: y*ou will be required to sign this form in full if we offer you employment with us.*

| Name |  |
| --- | --- |
| Date |  |

| **Where did you see this vacancy advertised/hear about it?** |
| --- |

***Applicants should note that the pre-employment checks for this position are:***

* *Right to Work in UK*
* *Disclosure and Baring Service check*

Please return this form to: [**admin@keighleycreative.org**](mailto:admin@keighleycreative.org)

**CLOSING DATE: 5pm, Monday 23rd May**