**Keighley Creative**

3-7 Cooke Lane

Keighley, BD21 3PF

**Job Application Form**

**FESTIVALS AND EVENTS DIRECTOR**

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

**CLOSING DATE:** 17th April, 2023 at Midnight

**INTERVIEWS:** 24th April, 2023 (notification of interviews on 19th April)

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** |  |
| **UK National Insurance No.** |  |
| **Home address** |  |
| **Postcode** |  |
| **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 jobs can be entered here. If required, please provide additional information regarding your employment history within the ‘Supporting Information’ section.

**Previous Employer 1**

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

**Previous Employer 2**

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

**Previous Employer 3**

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

**Previous Employer 4**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** |  | **Grade/Salary Level** |  |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **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 let us know why below, thank you** |
|  |

**Education & Professional Qualifications**

All relevant qualifications, please also indicate subjects currently being studied.

All qualifications disclosed will be subject to checking.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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

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| --- | --- | --- | --- | --- |
| **Course Title** | **Training provider** | **Course duration** | **Qualification /Grade/result** | **Year obtained** |
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**Supporting Information**

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| In this box please tell us what interests you about this job, and how you match the person specification (you will have been sent this document with the application form). This will include your relevant skills, knowledge, experience, and interests, as well as any voluntary activities and training you’re involved with.  If you are interested in applying on a job-share basis, please let us know how much time you can commit to each week, and where your strengths lie. For example- do you have most experience in production; management; fundraising; communications; community work, or something else you feel is strongly desirable in this role.  **Please continue on additional sheets.** |
|  |

**References**

Please provide the names and full contact details of the people who have agreed to supply references. Ideally, references must include at least two positions with separate employers and/or volunteering roles. Referees will be required to comment on your competence, personal qualities and suitability for the post.

If you have not been in employment for a considerable amount of time but have had previous employment, then you should seek one reference from your last known employer and a personal reference from an acquaintance (as outlined below) who knows you well and can advise on your suitability for this job. Personal acquaintances must not be related to you, or have any financial arrangement with you.

Please note that all reference requests will be followed up and verified.

**Referee 1**

|  |  |  |
| --- | --- | --- |
| **Type of reference**  Please put an X against the relevant category opposite | **Employer** |  |
| **Educational** |  |
| **Personal** |  |
| **Title** |  | |
| **First name** |  | |
| **Surname** |  | |
| **Title/Role** |  | |
| **How does this person know you?** |  | |
| **Address** |  | |
| **Postcode** |  | |
| **Work/landline number** |  | |
| **Mobile number** |  | |
| **Email address** |  | |

**Referee 1**

|  |  |  |
| --- | --- | --- |
| **Type of reference**  Please put an X against the relevant category opposite | **Employer** |  |
| **Educational** |  |
| **Personal** |  |
| **Title** |  | |
| **First name** |  | |
| **Surname** |  | |
| **Title/Role** |  | |
| **How does this person know you?** |  | |
| **Address** |  | |
| **Postcode** |  | |
| **Work/landline number** |  | |
| **Mobile number** |  | |
| **Email address** |  | |

**Relationships**

|  |  |
| --- | --- |
| **If you are related to a Trustee of the charity, or have a relationship with a director or employee of Keighley Creative please let us know here** |  |

**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, sign and scan this page and email back to admin@keighleycreative.org ).

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

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| **Where did you see this vacancy advertised, or hear about it?** |

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

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

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

**CLOSING DATE: 17th April 2023**

**Thank you for your application**