##### **Application for Employment**

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| **Vacancy: Marketing Assistant** | **Term: Full Time, Permanent** |

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| **Application information:**  Please complete every section of this form and return it, along with your CV to Helen Fletcher, HR Director either by e-mail: hfletcher@brittenpearsarts.org or by post to Britten Pears Arts, Snape Maltings Concert Hall, Snape, Suffolk, IP17 1SP. CV’s alone and applications received after the closing date will not be considered.  **Closing date: Tuesday 18 May, 5pm** |

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| **1. Personal Details** |
| Surname: Forenames:  Address:  Postcode:  E-mail:  Tel No (day): Tel No (evening): |

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| **2. Personal Statement –** please tell us a bit about you and why you are applying for this role. (please use as much space as you need) | | | |
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| **3. Experience, skills and knowledge –** please use this space to tell us how you meet our selection criteria, include details of any relevant training or qualifications that you have or are currently working towards. Please use as much space as you need. | | | |
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| **4. Employment History -** please start with the most recent first (up to the last 10 years) | | | |
| **Dates from – to** | **Employer** | **Job Title** | **Reason for leaving** |

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| **5. Rehabilitation of Offenders Act (1974) -** Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However, if you do not disclose unspent convictions it could result in dismissal from any subsequent appointment. |
| Do you have any unspent criminal convictions? **YES / NO**  If you have answered “Yes” you can either give more details in the space below or on a separate sheet of paper which must be attached to this form |
| **6. Travel** |
| Do you have a current full driving licence? Yes/No  Do you have your own transport? Yes/No  Snape Maltings is situated in rural Suffolk and public transport is very limited. If the answer to either of the above is ‘No’, please tell us what measures you would take to address this or how you would travel to work each day. |

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| **7. Eligibility to work in the UK (Asylum and Immigration Act 1996)** |
| Do you need a work permit to work in the UK? YES/NO  If you have a work permit, when does it expire?  We are unable to employ you if you are not currently eligible to work in the UK. An offer of employment is subject to being provided with original documentation; ie: passport, work permit. |

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| **8. Other Information** |
| Please tell us how you heard about this vacancy:  What is your current or most recent salary?  Please tell us if there are any “reasonable adjustments” that we can make to help you with your application or with the recruitment process:  How much notice are you required to give your current employer? |

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| **9. References –** please provide contact details for two referees, at least one should be your current or most recent employer. Personal referees must not be related to you. | |
| 1. Name & address  E-mail:  Occupation:  Relationship to you:  May we contact prior to making a job offer? Yes/No | 2. Name & address  E-mail:  Occupation:  Relationship to you:  May we contact prior to making a job offer? Yes/No |

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| **10. Declaration** |
| To the best of my knowledge the information provided by me on this form is correct. I understand that giving false information or omitting relevant details could disqualify my application or, if appointed, could lead to my dismissal.  Signed; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***If you are completing this form electronically please type your name above to indicate that you have read this declaration***. |