# **KERNOW EDUCATION ARTS PARTNERSHIP**

**APPLICATION FORM Creative Director - The Writers’ Block**

**1. Personal Details**

Name:

Address:

E-mail:

Phone: (Daytime)

Phone: (Evening)

May we contact you at your daytime phone number?

If successful, how soon would you be able to start?

How did you find out about this post?

**2. Most recent employment (paid or unpaid)**

Name of organisation:

Job title:

Date of appointment:

Current salary (if any):

Period of notice required:

Leaving date if not now working:

Brief description of role and responsibilities:

Reason for leaving (or for seeking other employment):

**3. Previous employment experience**

Please give details of your employment experience and history for the last 10 years, current or most recent first. Please detail your complete work history and all time taken for career breaks, sabbaticals, studies, parenting etc.

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| --- | --- | --- | --- | --- |
| **Name and location of previous employers** | **Job title/brief description of duties** | **Date of Employment**  **from-to** | **Final salary**  **(if any)** | **Reasons for leaving** |
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**4. Education & training**

Please give us details of all your education post 16, Higher Education, other qualifications gained, and professional training undertaken (include any in-service training):

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| **Name of school/university etc** | **Qualifications obtained Post 16** | **Date obtained** |
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Other Qualifications or Professional Courses attended

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| **Name of qualification or course** | **Grade (if relevant)** | **Date obtained** |
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**5. Using the job description and skills and person specification as a guide, please outline how your skills and experience meet the criteria for this post. Please use specific examples from your previous roles where appropriate.**

**6. References**

Please supply details of two referees. One should be from your current or most recent employer, if relevant. The other should be an independent professional rather than a personal contact.

Name of referee:

Organisation:

Position:

Email:

Phone:

May we contact before the offer of a position?

Name of referee:

Organisation:

Position:

Email:

Phone:

May we contact before the offer of a position?

**7. In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. However, if you require a work permit in order to work in the UK please indicate here:**

**Yes / No**

**8. Please give details of any criminal convictions you have had, excluding any considered “spent” under The Rehabilitation of Offenders Act 1974 (minor motoring offences should be disregarded):**

**9. Some of the activity undertaken in this role is deemed ‘Regulated Activity’ with children or vulnerable adults. If you are offered this position, KEAP will require you to undertake an Enhanced Disclosure from the DBS (the cost of which will be met by KEAP). Please indicate if you consent to this check:**

**Yes / No**

**10. Equal Opportunity Monitoring**

KEAP and The Writers’ Block are passionate about ensuring that our work and activities are accessible to everyone. We collect monitoring data across age, gender, disability, race, and socio economic status to see where we need to improve.

We would be grateful if you would support us in this by completing the monitoring form accessible through this link. This is entirely voluntary and is completely anonymous.

[**https://forms.office.com/r/j3zQbF0vWe**](https://forms.office.com/r/j3zQbF0vWe)

**11. Declaration**

I declare that the information given on this application is complete and correct to the best of my knowledge. I fully understand that the withholding of relevant information or any false or misleading statement could result in the withdrawal of an offer of employment or dismissal. I also confirm that I will immediately inform KEAP of any changes of circumstances that affect the answers I have given.

**Signature Date**

(e signature accepted)

Please email this application form and an up to date CV to [helen.reynolds@keap.org.uk](mailto:helen.reynolds@keap.org.uk)

**Deadline 9am Monday 11 September 2023.** Late applications will not be accepted.