Application for employment

**This form must be completed in full by all applicants and returned by 10am Thursday 17 March 2025. Please complete clearly in type or dark ink and use additional sheets if necessary.**

**If you require the forms in large print or would like a paper copy posting to you please contact** **sava.radulovic@nnfestival.org.uk****.**

**Position applied for:**

|  |
| --- |
| Design & Communications Assistant |

**Section 1 - Personal Details**

|  |  |
| --- | --- |
| **First name** |  |
| **Surname** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone**  |  |
| **Email address** |  |

**Section 2 – Supporting Statement**

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| Using the job description and person specification as a guide, please give examples to demonstrate how your skills and experience meet the criteria in the person specification for this post.  |
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**Section 3 – Present or most recent employment (paid or unpaid)**

|  |  |
| --- | --- |
| Name and address of organisation |  |
| Position held |  |
| Date commenced |  |
| Date left appointment and why (if applicable) |  |
| Outline of main duties and responsibilities |  |

**Section 4 – Please give full details of relevant employment/experience (list most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| Datesfrom / to | Name & address of organisation | Position held / main duties | Reason for leaving |
|  |  |  |  |

**Section 5 – Barriers**

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| Norfolk & Norwich Festival welcomes applicants from a wide mix of people because we want our workforce to be inclusive of people from a diverse range of backgrounds. We understand that people can face barriers in their careers, particularly barriers related to protected characteristics including socio-economic status. Are there any barriers and/or challenges have you faced in your career, which you would like us to take into account when considering your application? This question is optional. |
|  |

**Section 6 – Interview Arrangements**

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| Do you require any special facilities for interview? Y/N |
| If yes, please give details. |  |

**Section 7 - Rehabilitation of Offenders Act 1974 (as amended)**

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| --- |
| Have you ever been convicted of a criminal offence which under the provisions of the above Act is not ‘spent’? |
| Yes |  | No |  |
| If yes, please enclose details: |

**Section 8 – Asylum and Immigration Act 1996**

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| 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 if you are invited to an interview. Please tick the relevant box to indicate whether you require a work permit in order to work in the UK: |
| Yes |  | No |  |

**Section 9 – Referees**

Please provide contact details for two referees. Both of them should be familiar with your work and at least one should have had line managerial responsibility for you.

|  |  |
| --- | --- |
| Name |  |
| Company and position |  |
| Address |  |
| Email |  |
| Telephone |  |
| Can we contact this person before interview? | Yes |  | No |  |

|  |  |
| --- | --- |
| Name |  |
| Company and position |  |
| Address |  |
| Email |  |
| Telephone |  |
| Can we contact this person before interview? | Yes |  | No |  |

**Section 9 – Data Protection Act 2018**

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| Information from this form will be processed for the purposes registered by the Employer under the Data Protection Act 1998 and the General Data Protection Regulation ((EU) 2016/679) (“GDPR”). I have read and understood the statement of how the Trust collects, uses, stores and protects the data supplied by job applicants.  |
| Signed |  |
| Dated |  |

**Section 12 – Declaration (please read this carefully before signing this application).**

|  |
| --- |
| I declare that the information given in this application is to the best of my knowledge complete and correct. I understand that giving false information or omitting to give information could disqualify my application, or, if appointed, could lead to my dismissal. |
| Signed |  |
| Please print your name |  |
| Date |  |

**Completed application forms should be emailed to** **sava.radulovic@nnfestival.org.uk** **together with a completed Equal Opportunities Recruitment Monitoring Form.**

Applications can also be posted to: Sava Radulovic, Norfolk & Norwich Festival, Norwich Guildhall, Gaol Hill, Norwich, NR2 1JS, marked PRIVATE AND CONFIDENTIAL.