Application for employment

**This form must be completed in full by all applicants and returned by 10am, Tuesday 27 May 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**](mailto:sava.radulovic@nnfestival.org.uk)**.**

**If you would rather submit section 2 and 3 of the application form by video, please use a common format such as MOV, MP4 or AVI and submit this alongside your application form.**

**Position applied for:**

|  |
| --- |
| Festival Connect & Create Administrator |

**Section 1 - Personal Details**

|  |  |
| --- | --- |
| **First name** |  |
| **Surname** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone**  **(work & home)** | Work:  Home: |
| **Mobile number** |  |
| **Email address** |  |

**If you are submitting either of the next two sections by video please tick these boxes**

|  |  |
| --- | --- |
| **Section 2 by video** |  |
| **Section 3 by video** |  |

**Section 2 – Why this job?**

|  |
| --- |
| Please tell us why you are interested in this role, what has motivated you to make an application.  Please keep answers to half a side of A4 maximum or if you are submitting this section by video please keep answers to 1 minute maximum. |
|  |

**Section 3 – Supporting Statement**

|  |
| --- |
| 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.  Please keep answers to one side of A4 maximum or if you are submitting this section by video please keep answers to 4 minutes maximum. |
|  |

**Section 4 – Present or most recent employment (paid or unpaid)**

|  |  |
| --- | --- |
| Name of organisation |  |
| Address of organisation |  |
| Position held |  |
| Date commenced |  |
| Date left appointment and why (if applicable) |  |
| *or* Period of notice required |  |
| Outline of main duties and responsibilities |  |

**Section 5 – Please give full details of relevant employment/experience (list most recent first)**

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

**Section 6 – Please give full details of relevant education, training or professional qualifications (list most recent first)**

|  |  |  |
| --- | --- | --- |
| Educational institution/professional body/ training provider | Dates  from / to | Details |
|  |  |  |

**Section 7 – Barriers**

|  |
| --- |
| 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 12 – Interview Arrangements**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you require any special facilities for interview? | | | |
| Yes |  | No |  |
| If so, please give details. |  | | |

**Section 8 - Rehabilitation of Offenders Act 1974 (as amended)**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 9 – Asylum and Immigration Act 1996**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you require a work permit in order to work in the UK? | | | |
| Yes |  | No |  |
| 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. | | | |

**Section 10 – 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. One of them should be your present or most recent employer.

Referee 1:

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

Referee 2:

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

**Section 11 – Data Protection Act 2018**

|  |  |
| --- | --- |
| 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 13 – 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**](mailto: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.

The deadline for receipt of applications is 10am, Tuesday 27 May 2025. No applications can be considered after the closing date.