Application for employment

Please ensure to complete all 13 sections of this form.

Return the completed form by 10am, Monday 25 November 2024.

If you require the forms in large print or would like a paper copy posting to you please contact 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.

For shortlisting, we will remove sections 1 and 8 – 13 in order to anonymise application forms with the intent of reducing bias and promoting fair evaluation based on skills and qualifications.

The shortlisting panel will use sections 2 – 7 alongside the person specification from the job pack to shortlist suitability of candidates.

**Position applied for:**

|  |
| --- |
|  |

**Section 1 - Personal Details**

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

**How did you hear about this opportunity?**

|  |
| --- |
|  |

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

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

*Sections 2-7 below to be used for shortlisting.*

**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 – Why you?**

|  |
| --- |
| 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)**

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

**Section 6 – Please give full details of relevant qualifications.**

|  |  |
| --- | --- |
| Qualification achieved | Grade & expiry date (if relevant) |
|  |  |

**Section 7 – 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 8-13 below to be anonymised for shortlisting*

**Section 8 – 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 9 – Interview Arrangements**

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

**Section 10 - 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 11 – 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 12 – 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**.

**Applicants are also asked to complete an** [**Equal Opportunities Monitoring form**](https://r1.dotdigital-pages.com/p/5HR0-IOS/equal-opportunities-monitoring-form) **(**[**linked here**](https://r1.dotdigital-pages.com/p/5HR0-IOS/equal-opportunities-monitoring-form)**) which is kept anonymous and only used for data reporting purposes.**

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, Monday 25 November 2024. No applications can be considered after the closing date.