**DIGITAL PROJECT OFFICER**

**Application form**

Once completed please return to Kate Duncan, Creative Programme Manager by email to [kate@city-arts.org.uk](mailto:kate@city-arts.org.uk). For any enquiries please contact Kate at City Arts.

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| **Personal details** | |
| Title: | Full name: |
| Current Address:  Postcode: | |
| Daytime tel: | Evening tel: |
| Email: | NI number: |
| Current DBS Yes/No | |
| If yes please provide number and date: | |
| Do you have any impairment/long term illness | Yes/No |
| If Yes – please let us know any adjustment that City Arts could make to support you applying for/carrying out the job: | |

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| **Current or most recent employment** *(if more than one, please give your main employment here and complete details in the next section)* | | | | | |
| Current Job Title: | | | | | |
| Employer: | | | Start date: | | |
| Address and postcode: | | | | | |
| Current salary: | | | Notice period required (if relevant): | | |
| Responsibilities and Duties: | | | | | |
| **Past Employment** *(continue down the column as necessary)* | | | | | |
| Job Title | Start/end dates | Employer & address/postcode: | | Responsibilities | Reason for leaving |
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| **Gaps in employment:**  *Please use this section to tell us about career breaks or periods of unemployment* |
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| Other relevant work or volunteer experience |
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| Education and Training  *Please list your educational and professional qualifications and any relevant training* | | | | | |
| Institution/awarding body: | Qualification, subject, grade if relevant: | | Full or Part time: | | Dates to/from: |
|  |  | |  | |  |
| **Other qualifications:** *e.g. First Aid etc* | | | | | |
| Institution/awarding body: | | Qualification/s,  Subject, grade/pass level: | | Dates to/from: | |
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| **Membership of professional bodies**  *Please give details of any professional bodies you are a member of* |
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| **Relevant training and personal development**  *Please give details of any training courses or professional development you have attended/dates/awarding body* |
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| **Personal Statement**  *Use this space to write a statement to support your application. Refer to the job description/person specification and explain how your knowledge, skills, experience and personal attributes will enable you to fulfil the role.* |
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| **References**  Any relevant issues arising from references will be taken up after appointment. | | |
| **Current employer reference** | Name: |  |
| Job title: |  |
| Address:  Telephone:  Email address: |  |
| Relationship: |  |
| **Second employer reference** | Name: |  |
| Job title: |  |
| Address:  Telephone:  Email address: |  |
| Relationship: |  |

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| **Signed Declaration** | |
| Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4 (ii) of the Rehabilitation of offenders Act 1974. Applicants therefore are not entitled to withhold information about convictions and, in the event of being appointed, any failure to disclose such conviction could result in dismissal or disciplinary action. Any information given will be completely confidential. | |
| Have you been disqualified from working with children? Yes / No  Are you subject to sanctions imposed by a regulatory body? Y / N | Where did you see this post advertised? |

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| **To the best of my knowledge, the information I have supplied on this form is true and that nothing relevant has been omitted. Providing false information is an offence and could result in the application being rejected, or summary dismissal and possible referral to the police. In submitting this form via email I confirm the above to be true, and understand that I will be asked to sign this form if invited to interview.**  City Arts is committed to safeguarding and promoting the welfare of those we work with. We expect everyone at City Arts to share this commitment. We practise safer recruitment in checking the suitability of staff / volunteers who will work with children, young people or vulnerable adults and will require that such staff / volunteers are subject to an enhanced DBS check. For further details please refer to our Safeguarding policy. | |
| Signed: | Date: |