### APPLICATION FOR EMPLOYMENT

### Confidential

Please complete all sections of this form and return to [recruitment@nationalcircus.org.uk](mailto:recruitment@nationalcircus.org.uk) or post to ‘Recruitment’, National Centre for Circus Arts, Coronet St, London, N1 6HD.

Please do not include covering letters or CVs.

**Please read our**[**Privacy Policy**](http://www.nationalcircus.org.uk/privacypolicy)**to understand how we will use the information you give us.**

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| **1. APPLICATION** | |
| Position Applied For: |  |
| Date of Application: |  |
| Where did you see the post advertised? |  |

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| **2. PERSONAL DETAILS** | |
| Full Name: |  |
| Home address: |  |
| Town: |  |
| Post code: |  |
| Tel no: (day) |  |
| (mob) |  |
| Email: |  |

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| **3. EDUCATION, QUALIFICATIONS AND TRAINING**  Starting with the most recent, please give details of your education, qualifications and any relevant training courses attended. | | | |
| **School / College / University /Course** | **Dates attended** | **Qualifications obtained** | **Year Obtained** |
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| **4. EMPLOYMENT HISTORY** Please tell us about your employment history/ work experience starting with your most recent position, giving a brief description of your employer; dates employed; job title; details of main duties; your reason for leaving and final salary. Please include study/career breaks and voluntary roles. | | |
| Present or most recent employer: | | |
| Address: | | |
| Job Title: | | From:       To: |
| Brief description of duties, responsibilities and achievements: | | |
| Reason for leaving/wishing to leave: | | |
| Notice required (or when you could join us): | | Current salary: |
| **Previous Employment (most recent first)** | | |
| **Dates (mm/yy)** | **Job Title and brief description of main duties responsibilities and achievements** | |
| From - To | Job Title  Name of Organisation  Main Duties  Reason for leaving | |
| From - To | Job Title  Name of Organisation  Main Duties  Reason for leaving | |
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| **5. PERSONAL STATEMENT** |
| Please state why you are applying for the post and why you believe your qualifications, experience and personal qualities fulfil the requirements of this post.  Please reference to the Job Description and in particular respond to each of the criteria outlined in the Person Specification section to demonstrate your suitability. Please give specific examples of your relevant skills and experience to help the panel assess your application.  Please continue on one separate sheet of A4 if necessary. |
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| **6. REFERENCES** | | | |
| Please give the names of two people who can comment on your suitability for this post. One should be your current or last employer. Referees cannot be family members, partners or current employees of National Centre for Circus Arts. | | | |
| Name: | | Name: | |
| Position: | | Position: | |
| Company: | | Company: | |
| Address: | | Address: | |
|  | |  | |
|  | |  | |
| Tel no: | | Tel no: | |
| Email: | | Email: | |
| Relationship: | | Relationship: | |
| May we contact this person prior to job offer? | Yes/No | May we contact this person prior to job offer? | Yes/No |

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| **7. WORK PERMIT** |
| Do you require a work permit: YES / NO |

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| **8. DECLARATION** |
| I certify that the information given on this form is, to the best of my knowledge, true and complete. I understand that should my application proceed to an interview, I will be required to produce supporting documentation as evidence of my qualifications, previous experience, and eligibility for employment in the UK.  I understand that if I am invited for interview any relevant criminal convictions may be discussed in order to assess job-related risks. Appropriate written details can be submitted separately in strict confidence to the Chief Executive and will be held securely to comply with the CRB ‘Code of Practice’. I consent to members of the National Centre for Circus Arts using the personal data in this application form for the purposes set out above in accordance with the Data Protection Act 1998 and the Human Rights Act 1998.  Signed:  Date:  NB Any false statement may be sufficient cause for rejection or, if employed, dismissal. |

# ELIGIBILITY TO WORK IN THE UNITED KINGDOM

Section 8 of the Asylum and Immigration Act 1996 requires all employers in the United Kingdom to make basic document checks on every person they intend to employ. By making these checks, employers can be sure they will not break the law by employing illegal workers. We will require sight of the original of any one of the following documents listed below – IF YOU CANNOT PROVIDE ONE OF THESE PLEASE ASK FOR A FULL LIST OF THE HOME OFFICE DOCUMENTARY REGULATIONS AS COMBINATIONS OF OTHER DOCUMENTS ALSO FULLFIL THEIR REQUIREMENTS. Full details can also be obtained from the Home Office.

* A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.
* A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.
* A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
* A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
* A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
* A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
* An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

EMPLOYING PEOPLE WITH CONVICTION

In the event of a successful application the candidate may be requested to undergo a Enhanced Disclosure Criminal Records Bureau check which the National Centre for Circus Arts will arrange. A criminal conviction will not necessarily prevent the person obtaining the position.

## DATA PROTECTION

## The National Centre for Circus Arts will process the personal data in this application form in accordance with the Data Protection Act 1998. The personal data will be used for the purposes of recruitment for the position specified in this application form and other similar positions which the National Centre considers might be suitable for you. The personal data will also be used for the purposes of monitoring the National Centre’s equal opportunities policies. By signing this form you consent to the processing of sensitive personal data (e.g. health information) by National Centre for the purpose of this application. Should you be unsuccessful, National Centre will retain your personal data for one year from the closing date of the vacancy you are applying for.

**EQUAL OPPORTUNITIES POLICY STATEMENT**

The National Centre for Circus Arts wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of race, religion and beliefs, nationality, ethnic or national origin, sexual orientation, marital status, civil partnership status, gender, age or disability.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career development are based solely on objective and job related criteria.

The National Centre for Circus Arts and any suppliers of goods or services to the National Centre must comply with current Equal Opportunities legislation and relevant Codes of Practice.

RECRUITMENT AND SELECTION

A recruitment process will be followed ensuring the use of job descriptions and person specifications. It will also ensure that there is fair selection and equality of opportunity within the National Centre for Circus Arts.

CONTRACTORS AND ASSOCIATED COMPANIES

Any company or individual contracted by the National Centre for Circus Arts to undertake work for and on behalf of the National Centre has a responsibility to have and comply with their Equal Opportunities policy.

HARASSMENT

All employees and students of the National Centre for Circus Arts have a right to an environment free from harassment where the dignity of the individual is respected.

Harassment is considered to be any form of inappropriate action, behaviour, comments or physical contact which is objectionable or causes offence. It can cause the recipient to feel threatened, humiliated, intimidated or bullied.

If anyone believes that they are being subjected to any form of harassment they are encouraged to talk in confidence to the HR and Administration Manager.

The National Centre for Circus Arts is committed to the elimination of harassment and it is hoped that this can be achieved informally. If it becomes necessary the disciplinary procedures can be imposed.

The Senior Management Team undertakes to annually monitor and evaluate this Equal Opportunities policy statement and to ensure that what is contained within it is continually put into practice.