### National Centre for Circus ArtsCONFIDENTIAL

### APPLICATION FORM

## Please **TYPE** or use **BLACK INK**. Please complete all sections of this form and return to recruitment@nationalcircus.org.uk or post to Recruitment, National Centre for Circus Arts, Coronet St, London, N1 6HD.

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| APPLICATION DETAILS Position applied for:  Date of application: Please state where you heard about this position:If appointed, please state when you would be available to start: Please state any dates you are unavailable for interview:  |
| PERSONAL DETAILS Full Name: Pronouns: Phone: Email: Address:  |
| **ELIGIBILITY TO WORK IN UK**If you are not a British or EU Citizen or do not have the permanent right to remain in the UK then you will require a work permit. Do you require a work permit? YES [ ]  NO [ ] If you have answered ‘Yes’ can you provide more details? If you currently hold a work permit, please provide details of the type, expiry date and any work restrictions:  |
| **ACCESS REQUIREMENTS**Do you have any access requirements you would like us to know about? If so, please provide details: |
| EMPLOYMENT HISTORYPlease tell us about your work experience, paid or voluntary, starting with your present position and working backwards (continue on a separate sheet if necessary). Please include any study/career breaks. |
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| **Current Employment** |
| From (date) | Name and address of employer |
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| Post | Salary  | Notice required |
| Duties – please also state reason for leaving (or wanting to leave) |

**Previous Employment****1) Dates: from       to** **Name of organisation:       Job title:** Main responsibilities:Reason for leaving:       Final salary:      **2) Dates: from       to** **Name of organisation:       Job title:** Main responsibilities:Reason for leaving:       Final salary:      **3) Dates: from       to****Name of organisation:       Job title:** Main responsibilities:Reason for leaving:       Final salary:      **4) Dates: from       to****Name of organisation:       Job title:** Main responsibilities:Reason for leaving:       Final salary:       |
| **5) Dates: from       to****Name of organisation:       Job title:** Main responsibilities:Reason for leaving:       Final salary:      **6) Dates: from       to** **Name of organisation:       Job title:** Main responsibilities:Reason for leaving:       Final salary:      **7) Dates: from       to****Name of organisation:       Job title:** Reason for leaving:       Final salary:      Main responsibilities: |

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| **QUALIFICATIONS, TRAINING, ACCREDITATIONS**Starting with the most recent, please give details of your education, qualifications, professional accreditations and any relevant training courses attended. |
| **Place of Study** | **Qualification/Subject** | **Grade/Result** | **Year** |
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| **REFERENCES**Please give details of your two most recent employers. |
| Name Position Company Address Telephone Email Relationship May we contact this person prior to the interview?  | Name Position Company Address Telephone Email Relationship May we contact this person prior to the interview?  |
| **SUPPORTING STATEMENT** Please state why you are applying for this position, highlighting relevant skills, knowledge and experience that match the requirements of the post as stated in the job description. Do not exceed one A4 page. |
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DECLARATION

Eligibility to Work in the UK

Section 8 of the Asylum and Immigration Act 1996 requires all employers in the UK 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 therefore need you to provide proof of your eligibility to work in the UK in the form of a UK or EU passport or identity card or a work permit showing you have the right to work in the UK.

Criminal Convictions

In the event of a successful application and depending on the nature of the role you may be required to complete a Disclosure and Barring Service (DBS) check which the National Centre for Circus Arts will arrange. A criminal conviction will not necessarily prevent you obtaining the position – all cases will be examined on an individual basis.

## **Data Protection**

## The National Centre for Circus Arts will process the personal data provided in this application form and provided by third parties in relation to this application such as referees 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 positions which the National Centre for Circus Arts considers might be suitable, and will also be used for the purposes of equal opportunities and diversity monitoring. Should you be unsuccessful, the National Centre for Circus Arts will retain your personal data for one year from the closing date of the vacancy for which you applied.

*By submitting this form:*

* *I certify that the information given is, to the best of my knowledge, true and complete, and understand that any misleading or false information may be sufficient cause for rejection or, if employed, dismissal.*
* *I consent to the National Centre for Circus Arts using and keeping my personal data for the purposes set out above.*
* *I consent to the National Centre for Circus Arts obtaining references and checking information provided.*
* *I understand that should my application proceed to an interview, I will be required to produce evidence of my eligibility to work in the UK.*
* *I understand that should my application be successful, two written employment references will be required, and that if requested I will be required to produce evidence of my qualifications and previous experience.*
* *I understand that should my application be successful, I may be required to complete a DBS check, and that any relevant and/or unspent criminal convictions may be discussed in order to assess job-related risks.*

Signed: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date:

Please now fill out the online [equal opportunities form](http://www.tfaforms.com/297256). If the role is not listed online, please inform recruitment@nationalcircus.org.uk.

**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.