**Application for employment at Helmsley Arts Centre**

**Post title:**

|  |  |
| --- | --- |
| **Personal Details** | |
| Forename: |  |
| Surname: |  |
| Date of birth: |  |
| National Insurance Number: |  |
| Email Address: |  |
| Contact Telephone Number |  |
| Address including postcode: |  |
| Period of notice required  in current post: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Current & Previous Employment** | | | |
| Job Title | Employer | Dates | Reason for leaving |
|  |  |  |  |

|  |  |
| --- | --- |
| **References** | |
| Please supply information for TWO REFEREES. Please supply a contact email address for both referees to speed up the requesting of references | |
| Referees may be contacted before interview. Please indicate here if you do not wish this to happen: |  |
| **Referee 1** |  |
| Name: |  |
| Job Title: |  |
| Organisation: |  |
| Email address: |  |
| Address including postcode: |  |
| Contact Number |  |
| **Referee 2** |  |
| Name: |  |
| Job Title: |  |
| Organisation: |  |
| Email address: |  |
| Address including postcode: |  |
| Contact Number |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | | | |
| Place of Learning | Subject | Qualification Level | Grade |
|  |  |  |  |

|  |
| --- |
| **Skills, Knowledge & Training** |
| Please tell us of any skills, knowledge or training you have which you think would be relevant to this role. |
|  |

|  |
| --- |
| Please tell us why you applied for this job and why you are the best candidate for the job |
|  |

|  |  |
| --- | --- |
| **Commitment to Equality of Opportunity**  Helmsley Arts Centre will ensure that no job applicant receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation. | |
| Do you consider yourself to have a disability? |  |
| Please tell us if there are any adjustments we can make to assist you in your application or with our recruitment process | |
|  | |

|  |  |
| --- | --- |
| Please tell us if there are any dates when you will not be available for interview: |  |
| Please tell us where you saw this position advertised: |  |

**I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.**

**Name ……………………………………..…………………**

**Signature .................................................. Date …………………………..**

**Procedure:**

Please email your application to Natasha Jones, Artistic Director - [director@helmsleyarts.co.uk](mailto:director@helmsleyarts.co.uk)

Employment Privacy Statement

HAC Privacy Policy: https://helmsleyarts.co.uk/about-us/privacy-policy-

HAC Safeguarding Policy: https://helmsleyarts.co.uk/about-us/safeguarding-policy