

WATERSHED

Application For Employment (Confidential)

Please complete this form by printing out the form and writing in black ink or by typing in the spaces provided in this document.

Post applied for:		Date:	
Personal details			
Title: (Mr, Mrs, Dr, Ms, etc):		Surname or family name:	
Forename(s):			
Contact address:		Postcode:	
		Contact telephone number:	
		Contact email address:	
Employment history (In chronological order – most recent first, please continue on a separate sheet if necessary).			
1. Employer (present or most recent):			
Position held:		Date started:	
Current / leaving salary:		Leaving date:	
Reason(s) for leaving:			
Nature of duties:			

Employment history cont...

(In chronological order – most recent first, please continue on a separate sheet if necessary).

2. Employer (past employment):

Position held:

Date started:

Current / leaving salary:

Leaving date:

Reason(s) for leaving:

Nature of duties:

3. Employer (past employment):

Position held:

Date started:

Current / leaving salary:

Leaving date:

Reason(s) for leaving:

Nature of duties:

Please continue on a separate sheet if necessary.

Education

List details of GCSEs, A Levels, Degrees, professional qualifications etc, starting with the most recent first. Please note that we may ask to see your original educational certificates.

Secondary school/college/university	Qualifications obtained	Subjects	Grades	Year

Special training

Please list any short courses or additional training you have received, relevant to the position you are applying for.

Training/course details	From	To

Statement in support of your application

Using the person specification as a guide please describe how your knowledge, experience and skills meet the requirements for the role. Please give specific examples including any relevant experience gained both inside and outside of work.

Please continue on a separate sheet if necessary

Notice period

If offered the post when would you be available to start?

Criminal Record Checks

Have you ever been convicted on an offence that is not 'spent' under the Rehabilitation of Offenders Act 1974?

Yes / No

Do you have any prosecutions pending against you? If 'yes' please provide details separately in a sealed envelope.

Yes / No

Certain posts, predominately those that include working with children, vulnerable adults and financial management are exempt from the Rehabilitation of Offenders Act 1974. Applicants for such posts are required to declare all criminal convictions, spent or unspent. If this applies to you, please provide details separately in a sealed envelope.

Information provided in a sealed envelope will only be retrieved for a successful candidate. Information provided by other applicants will be destroyed in a confidential manner.

References - Please provide the name, address and occupation of two people for reference.

One of these should be your existing or most recent employer, (Principal/Head teacher if leaving full-time education). All appointments are subject to satisfactory references.

Application for references will only be taken up for the successful applicant.

Name: _____

Name: _____

Address: _____

Address: _____

_____ Postcode: _____

_____ Postcode: _____

Telephone No: _____

Telephone No: _____

Occupation: _____

Occupation: _____

Email Address: _____

Email Address: _____

Data Protection

Information from this application may be processed manually or by computer for purposes notified by Watershed Arts Trust Ltd under the data protection legislation. Individuals have the right of access to personal information concerning them. This information will be disclosed only to those persons authorised to see it, will be used for the selection process; and for successful candidates will be retained on their personnel file, used for payroll, HR administration and statistical purposes, and may be disclosed to government departments where there is a legal obligation to do so. Applications from unsuccessful candidates will be destroyed after six months.

Asylum & Immigration Act 1996

The Asylum & Immigration Act 1996 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We, therefore, ask prospective employees to produce relevant documentation. Short-listed applicants must provide evidence of their right to work in the UK.

Declaration

I confirm that to the best of my knowledge the information I have given on this application form is complete and accurate. I understand that any false statements may lead to the offer of employment being withdrawn or the employment being terminated. I consent to Watershed processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Signed:

Date:

If you submit your application by email, you should note the declaration above. You will be asked to sign the form if we make an offer of employment.

**Please return your completed application form to: Watershed,
1 Canons Road, Harbourside Bristol, BS1 5TX.**

WATERSHED

Recruitment monitoring form

Watershed is committed to equality of opportunity in employment and to the selection of the best person for the job. The information you are providing on this page is voluntary and anonymous and is used for monitoring purposes only. It is not used in the selection process. This form should be returned with your application form but placed in a separate envelope marked 'confidential recruitment monitoring form'. This form will be removed from your application form prior to short-listing.

Post applied for

Date

Where you saw the advertisement:

Newspaper/publication
Please specify

Website/internet
Please specify

Personal Details

Gender

Male

Female

Do not wish to answer

Age

Under 25

26 - 34

35 - 44

45 - 54

over 54

Do not wish to answer

Disability

The Disability Discrimination Act 1995 defines disability as a 'physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.'

Do you consider that you have a disability

Yes / No / prefer not to answer

If yes, what is the nature of your disability?

Nationality & Ethnic Origin

Nationality (please specify) Do not wish to answer

Ethnic Origin (please specify) Do not wish to answer

- | | | | |
|--------------------------------------|--------------------------|------------------------------------|--------------------------|
| Asian or Asian British – Bangladeshi | <input type="checkbox"/> | Black or Black British – African | <input type="checkbox"/> |
| Asian or Asian British – Indian | <input type="checkbox"/> | Black or Black British – Caribbean | <input type="checkbox"/> |
| Asian or Asian British – Pakistani | <input type="checkbox"/> | Other Black background | <input type="checkbox"/> |
| Chinese | <input type="checkbox"/> | White – British | <input type="checkbox"/> |
| Other Asian background | <input type="checkbox"/> | White – European | <input type="checkbox"/> |
| Mixed – Asian & White | <input type="checkbox"/> | White – Other | <input type="checkbox"/> |
| Mixed – Black African & White | <input type="checkbox"/> | Other ethnic background | <input type="checkbox"/> |
| Mixed – Black Caribbean & White | <input type="checkbox"/> | | |