

Application for Employment
Arts Coordinator (temporary contract)



You may return this form by post or email:

Koestler Arts Centre
168a Du Cane Road
London, W12 0TX

Email: info@koestlerarts.org.uk
Tel: 020 8740 0333

Please mark the envelope or email:

“Job application - Arts Coordinator”

- Closing Date:** 23 September 2019
- Shortlisted candidates:** Shortlisted Candidates will be contacted by 1 October 2019.
- Interviews:** Interviews are planned for 2 October 2019
- Start date:** As soon as possible
- The application form:** Before completing this form, please read the full job pack, with particular attention to the person specification, and further information on our work from our website (or contact us for printed materials if you have no internet access).
- CVs:** Do not submit a CV or any other enclosures. We will assess your application solely on the information given in this application form.
- Recruitment monitoring:** Koestler Arts is committed to equality of opportunity and welcomes applicants from all sections of the community. To help us monitor our recruitment, please also complete the recruitment monitoring sheet attached to the application form. This will be detached from your application before the short-listing process and kept anonymous.

Koestler Arts

Koestler Arts is a working name of the Koestler Trust, Registered Charity No.1105759
Company Limited by Guarantee, Registered in England No. 04961363
www.koestlerarts.org.uk

APPLICATION Arts Coordinator

1. PERSONAL DETAILS

Forename(s) Surname

Contact address

Home telephone Work telephone

Mobile telephone E-mail address

Are any employees or Trustees of Koestler Arts personally known to you?
Yes/No If yes, please provide details

2. CURRENT OR MOST RECENT EMPLOYMENT (PAID OR UNPAID)

Name and address of employer Job title

Type of organisation (e.g. arts institution, local authority, charity)

Date of appointment to this job Annual salary or hourly rate of pay

Period of notice required (if employed) When did you leave (if not employed)?

How many sick days in the last 12 months (if currently or recently employed?)

Please briefly outline your duties

Dotted lines for writing duties

3. PREVIOUS EMPLOYMENT / VOLUNTARY WORK

Please start with your most recent employment and explain any time when you were not in employment (e.g. because of travel, child care or unemployment)

Dates from - to	Name & address of employer	Job title and responsibilities	Reason for leaving	Salary	Full or part time?

4. EDUCATION & TRAINING

Please give details of any educational qualifications, starting with the most recent

Dates (from - to)	Name of school, college etc	Any qualifications obtained

Please give details of any relevant work-related training you have undertaken, starting with the most recent

Date	Name and length of course	Subjects covered

5. SUPPORTING STATEMENT

Addressing **in turn** each of the numbered points set out in the ‘**person specification**’, please explain in your own words why you are interested in this job, and what particular experience, knowledge, skills, abilities and values you would bring to it if appointed. You may insert up to 3 extra pages for this section of the application.

6. REFEREES

Please give the full name and address of two referees who can comment on your skills and abilities for this position. If you are or have been employed, please ensure that one of them is your current or past employer. Your referee must be someone who has known you in a recent professional capacity e.g. lecturer, doctor etc - family members are not acceptable. References will be taken up as soon as possible and selection will depend upon receipt of satisfactory references.

Referee 1	
Name	
Job Title & Organisation	
Address	
Phone Number	
Email	
How do they know you?	
May we request a reference at : <input type="checkbox"/> any time <input type="checkbox"/> only after offer of employment	

Referee 2	
Name	
Job Title & Organisation	
Address	
Phone Number	
Email	
How do they know you?	
May we request a reference at : <input type="checkbox"/> any time <input type="checkbox"/> only after offer of employment	

7. OTHER INFORMATION

Do you need a work permit to work in this country? Yes / No
If yes, do you already have one? Yes / No
If you have a disability , are there any arrangements which we can make for you should you be called for an interview? (e.g. sign interpreter, audiotape etc) Yes / No
If yes, please specify:
If you have been in prison or on a community sentence in the last 2 years and would like to apply through our guaranteed interview scheme for ex-offenders (if we feel you meet all the 'essential' person specification points), please tick here: <input type="checkbox"/>

8. CRIMINAL CONVICTIONS SELF DECLARATION

We recognise the contribution that former or ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying.

Criminal record declaration

Do you have any unspent convictions Y/N _____

If you have answered yes, you now have **three** options on how to disclose your criminal record.

Option 1: Please provide details of your criminal record in the space below:

Option 2: You can choose to disclose at interview.

Option 3: You can disclose your record under separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked **CONFIDENTIAL** and state your name and the details of the post. This will only be read if you are invited to interview.

I have attached details of my conviction separately _____ (Please mark with an X if appropriate.)

9. CONFIRMATION

I confirm that the details in this application are correct and complete.

Signature

Date

If you are sending this form by email, you will be asked to sign it if you are invited for interview.

Please complete the monitoring form on the following page, keeping it detached from the rest of your application. Or if emailing, on an odd numbered page

[page left intentionally blank]

10. MONITORING (do not print on other side of this form)

To help us monitor our recruitment, please also complete the following information. This sheet will be detached from your application before the short-listing process and kept confidential and anonymous.

Personal Information

Post applied for:.....

Age:

Gender: Female Male

How would you describe your Ethnic Group? (Please tick the appropriate box)

White	Mixed	Asian or Asian British
<input type="checkbox"/> British	<input type="checkbox"/> White & black Caribbean	<input type="checkbox"/> Indian
<input type="checkbox"/> Irish	<input type="checkbox"/> White & black African	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Any other white background	<input type="checkbox"/> White & Asian	<input type="checkbox"/> Bangladeshi
	<input type="checkbox"/> Any other mixed background	<input type="checkbox"/> Any other Asian background
Black or Black British	Other Ethnic Groups	
<input type="checkbox"/> Caribbean	<input type="checkbox"/> Chinese	
<input type="checkbox"/> African	<input type="checkbox"/> Any other Ethnic group	
<input type="checkbox"/> Any other black background		

Have you been convicted of a criminal offence in the last 2 years?

Yes/No

Disability

Under the definition provided by the Disability Discrimination Act 1995 (having a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities), do you consider yourself to be disabled? Yes/No

Please give further details, if you wish to do so:

.....

How do you identify your sexual orientation?

Bisexual Gay/Lesbian Heterosexual Prefer not to say

How did you find out about this role?

Please specify the source/publication/website

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