

Application Form

Please complete this form and return it to [Dee@bridport-arts.com](mailto:Dee@bridport-arts.com) with the EDI monitoring form and any accompanying information that you wish to submit in support of your application. The EDI monitoring form will not be shared with anyone involved in assessing your application.

We want you to apply in the way that works best for you, so you may wish to submit some or all of your application by video or audio file. We would however ask that you complete Section 1 of this application form to enable us to collect data in an equitable way.

Please email your application by 09.00 on Monday 17th April 2023. Applications received after that date will not be accepted.

If you need any adjustments to the recruitment process, whether at this application stage or to support your interview, please provide details of your requirement. If you would like to discuss these adjustments in detail please email [Dee@bridport-arts.com](mailto:Dee@bridport-arts.com)

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## Section 1

### First name

### Surname / family name

### Address including post code

### Contact details

Day time / work telephone

Mobile

Email address

### Current employer

### Notice period or availability to start

### How many days sickness have you had in the last 12 months?

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### Referees

Please list details for two referees (one of whom must be your current/most recent employer. If self-employed, you may use a client as a referee). We will only contact your referees if your application is successful.

**Referee 1 - Name and position/title**

**Contact details**

**Address**

**Referee 2 - Name and position/title**

**Contact details**

**Address**

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### Data Protection Act 1998

The information that you provide as part of your application will be used in the selection process only. The personal data in Section 1 will be removed from your application prior to shortlisting and all information about you will be securely held and access restricted to colleagues directly involved in dealing with the selection process. Unless you are appointed your data will be kept for 12 months and then destroyed. By signing and submitting your application and the selection monitoring questionnaire, you are giving your consent to your personal data being stored and processed for the purposes of the selection process.

## Declaration

I certify that the information given on this form and accompanying documents or files is, to the best of my knowledge, true and complete, and can be treated as part of any subsequent contract of employment.

### Signed

**By inserting your name and / or electronic signature you are agreeing to the declaration.**

Any false statement or omission may be sufficient cause for rejection, or for an employment contract to be invalidated, and the employee subject to disciplinary action or dismissal.

Right to Work checks will be carried out prior to commencement of post

Your personal data from section 1 will be separated from section 2 of this form before shortlisting.

Please complete section 2 below.

## Section 2

Please answer the questions listed below as a written statement of interest, or provide a link to an audio file or video (no more than 6 minutes), indicating how your knowledge, skills, experience, and personal attributes meet the requirements of this role as laid out in the Director Recruitment Pack.

### Tell us about your background, education, and employment as relevant to this role, including any training or professional qualifications (you may use a CV for this section).

### Demonstrate how you meet the requirements for the role and the attributes listed in the About You section of the pack

### Tell us why you are interested in this role and Bridport Arts Centre.

If supplying a written statement you may use the space below or attach a separate document.