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###### APPLICATION FORM

This form is CONFIDENTIAL

*Please use black ink or typescript as it will be necessary to photocopy your application. Please complete in full. |  
DO NOT submit a CV as alternative to any part of the form. Applications after the closing date will not be considered.*

## Pure Creative Arts works towards equal opportunities in employment. We aim to ensure that no applicant receives unequal treatment on the grounds of race, nationality, ethnic origin, gender, age or disability. We reserve the right to include an occupational requirement that the role holder is a committed Christian in accordance with Part 1 of Schedule 9 of the Equality Act 2010.

**Post Applied/Volunteering For**

|  |  |
| --- | --- |
| Job Title |  |
| Applicant Ref:  (office use only) |  |
| Where did you hear about this job? |  |

**SECTION A**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname: | |  | | Initials: |  |
| Home Address & Postcode: | |  | | | |
| Telephone Number/s | | Home: Mobile: Work: | | | |
| Email address: | |  | | | |
| Do you hold a full current driving licence? Yes ⬜ No ⬜ | | | | | |
| N.I. No. |  | | Do you require a work permit to Yes ⬜ No ⬜  work in the UK? | | |

**SECTION B**

PRESENT OR MOST RECENT EMPLOYMENT

|  |  |
| --- | --- |
| Employer: | |
| Address: | |
| Position Held: | Start Date: |
| Date Left (if applicable)/Notice period: | Reason for leaving/wanting to leave: |
| Basic Salary: | Other Benefits: |
| Please give brief details of your most recent duties: | |

**PREVIOUS EMPLOYMENT (Start with most recent, continue on a separate sheet if necessary)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address of Previous Employers | Position Held  and Main Duties | Dates Employed Mth/Yr  From To | Salary, Grade and Benefits | Reason for leaving |
|  |  |  |  |  |

**SECTION C**

Examinations passed and professional qualifications obtained with grades and dates including current studies if any. Medical staff, please state PIN No/Registration No. and renewal date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of School/College/ University or Professional Body | Subject | Qualifications e.g. GCE, CSE, GCSE or Membership Grade (Please state if membership gained by exam) | Grade | Date |
|  |  |  |  |  |

The Role Profile in the job advert and/or description lists a number of key areas of knowledge, skills and experience essential to this post. Please demonstrate how you meet each of these requirements. You may also include:

**SECTION D**

1. details of any relevant experience gained either at work, home or in a voluntary capacity
2. details of any relevant training/education you are undertaking or have previously undertaken.

THIS IS WHERE YOU MAKE YOUR CASE FOR THE JOB. Examine the skills and experience being asked for and provide evidence by giving specific examples that you possess those RELEVANT to do the job.   
Give thought to previous work experience or other responsibilities that may assist you to uncover skills that you may have taken for granted. Do not forget the skills and experience that you may have gained outside full-time work. If you have been out of paid employment for a time, or have never been employed, your job history may be less important than some of the responsibilities and experience that you have had more recently. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time.

#### Please continue on another sheet of paper if necessary, but restrict your answer to 2 additional sides of A4.

|  |
| --- |
|  |

**SECTION E**

|  |  |
| --- | --- |
| REFERENCES Please give names & addresses of two referees, both of whom should, if possible, be former employers. The first should be your present or most recent employer. If school/college leaver, give the Head of Year/Tutor etc. You should not give relatives as referees. Nursing staff should supply a reference from their current Director of Nursing Services or equivalent. If you’ve not been employed, or been out of employment for a period of time, you may wish to give the name of anyone who knows you sufficiently well to confirm information that you have given, and to comment on your ability to do the job. Internal candidates should give the name of their current Line Manager. | |
| Title & Name: | Title & Name: |
| Occupation: | Occupation: |
| **Address:** | **Address:** |
| Tel No: | Tel No: |
| Email: | Email: |
| Employer: | Employer: |
| We will not contact referees without your permission, and never before interview stage | |

**PERSONAL FAITH**

**SECTION F**

How long have you been a Christian?:

Describe, briefly, how you became a Christian:

How would describe your spiritual life today?:

Name & Address of current Church and a Church   
Leader (from whom we may obtain a reference):

Length of Membership/Attendance at current Church:

Why are you considering Christian work?:

What do you know about Pure Creative Arts?:

**SECTION G**

**HEALTH**

List any serious illnesses you have had, with dates:

Do you suffer from any recurring illness or allergy? If so, what?:

Have you, or any close family members, been under treatment for any mental health issue/s, and if so, what?:

Roughly how many days have you missed of your work/education over the past 2 years due to illness?

**SECTION H**

## REHABILITATION OF OFFENDERS ACT 1974

The post for which you are applying is exempt from the provisions of the above Act. You’re therefore **not** entitled to withhold **any** information about convictions you have had, including “spent” convictions. Any information you do disclose will be kept in strict confidence and will be used only in consideration for your suitability for the post for which you are applying. In the event of employment, failure to disclose convictions may result in disciplinary action or dismissal. You must also disclose if you are currently subject to any probation or supervision orders.

Do you have any past convictions to disclose? YES 🗆 NO 🗆

If you have ticked yes, please place full details of the offence and outcome in a sealed envelope and attach the envelope to the Diversity Monitoring Form.

**SECTION I**

**DECLARATIONS**

I confirm that the information provided on this form is correct and understand that any misrepresentation or omission may render me liable to dismissal if engaged. I understand that if offered an interview I will be asked to complete a pre-employment medical questionnaire and agree to undergo a medical examination if required. I also understand that if offered this role, any appointment will be subject to an enhanced disclosure certificate from the Criminal Records Bureau. A criminal record is not necessarily a bar to obtaining a position.

**The particulars I have set out on this application form are true in all respects**:

**Signature of applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I confirm that the information provided on this form is correct and understand that any misrepresentation or omission may render me liable to dismissal if engaged. I understand that if offered an interview I will be asked to complete a pre-employment medical questionnaire and agree to undergo a medical examination if required. I also understand that if offered this role, any appointment will be subject to an enhanced disclosure certificate from the Criminal Records Bureau. A criminal record is not necessarily a bar to obtaining a position.

Signature Date

Pure Creative Arts is a registered Christian charity that specialises in using theatre, health education and mentoring for the positive personal, social and emotional development of young people.   
Registered charity number: 1114858