**Application for Employment**

We are committed to equal opportunities and are only interested in your ability to do the job.

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Short listing will be based on the information gathered from the form, read in conjunction with the person specification.

**Please complete in clearly written or typed black ink, along with your CV** **and send to:** [hr@gorsehillstudios.co.uk](mailto:hr@gorsehillstudios.co.uk)

**Alternatively, post to:** Recruitment at Gorse Hill Studios, Cavendish Rd, Stretford, Manchester M32 0PS.

GUIDELINES

|  |  |  |
| --- | --- | --- |
| **Position Applied For:** | | |
| 1. **Personal Details:** | | |
| **Title:** | **Family Name:**  **Previous Name(s):** | **Forename name:** |
| **Full home address:** | | |
| **Best contact number:** | | |
| **Email address:** | | |

|  |  |
| --- | --- |
| Do you hold a current driving licence? | Yes/No |

OSITION APPLIED FOR:

|  |  |  |
| --- | --- | --- |
| Are there any restrictions regarding your employment? e.g. do you require a Work Permit? | Yes\*/No  \*If you answer Yes please supply details on a separate sheet of paper | |
| How much notice do you need to give to your current employer? | 11 month | |
| **Employment checks for the safeguarding of children**  We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.  **Rehabilitation of Offenders Act**  We will treat applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent applicants from working with us.  As part of the recruitment process any information revealed regarding a criminal record will only be considered in light of its relevance to the post for which the candidate is applying.  As you are applying for a post which is eligible for a DBS Disclosure, you are required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance.  Therefore, if you have received a conviction or caution, which would not be filtered in line with current guidance, you must provide details below (including any convictions in a court of law outside of Great Britain) and any prosecutions that you have pending. If there are none please write ‘none’. | |  |

|  |  |  |
| --- | --- | --- |
| 1. **Employment Record – you only need to complete this section if you do not have a CV to submit alongside the application form.** | | |
| **Please start with your most recent employment** *including any unpaid or voluntary work*.  Briefly describe the main duties and responsibilities of your post.  If you wish to expand on specific areas of responsibility, please do so in Section 5: Experience /skills. | | |
| Current/most recent employer / organisation | | |
| Name: |  | |
| Address: |  | |
| Job Title: | Dates From:  (month & year) | To: |
| Brief description of duties: | | |
| Reason for leaving: | | |

**Previous employment:**

|  |  |  |
| --- | --- | --- |
| Employer/organisation | | |
| Name: |  | |
| Address: |  | |
| Job Title: | Dates From:  (month & year) | To: |
| Brief description of duties: | | |
| Reason for leaving: | | |

|  |  |  |
| --- | --- | --- |
| Employer/organisation | | |
| Name: |  | |
| Address: |  | |
| Job Title: | Dates From:  (month & year) | To: |
| Brief description of duties: | | |
| Reason for leaving: | | |

O

**Please give details and an explanation for any gaps in your employment history:**

|  |
| --- |
|  |

YMENT RECORD

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Education, Training and Development - you only need to complete this section if you do not have a CV to submit alongside the application form.** | | | |
| **Secondary school/college/university/apprenticeship** *including current studies, with the most recent first.* | | | |
| Name of institution | Courses/ subjects taken | Qualification/grade | Dates  From – To  (month & year) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| 1. **Training**   **Details of any relevant learning and development.** Please include dates.  (e.g.: short courses, first aid, computer skills, work-based, NVQ etc., and any current courses.) |
|  |

|  |
| --- |
| **Professional / Technical membership, please include name of professional/technical body and grade of membership.** |
|  |

|  |
| --- |
| **5. Supporting Statement** |
| This section is for you to give specific information in support of your application. Please set the information out in this space.  Please read the job description. Using examples, **show how your knowledge, skills and experience meet each of the requirements.** Please draw on your relevant experiences, including paid employment, voluntary work, family experiences and leisure activities as evidence. |
|  |

|  |  |  |
| --- | --- | --- |
| |  | | --- | | **6. References** | | Please give details of at least two referees, one of whom must be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university.  References must cover a **minimum of five years** of employment regardless of any previous Gorse Hill Studios service.If there has been a gap in employment or where you do not have three years of employment, then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable.  Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.  **References will be taken up on all short-listed candidates before interview.** | |
| **Name:** |
| **Address:** |
| **Telephone:** |
| **Email:** |
| **Occupation/Relationship:** |
| **How long have they known you?** |
|  |
| **Name:** |
| **Address:** |
| **Telephone** |
| **Email** |
| **Occupation/Relationship:** |
| **How long have they known you?** |

We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references. If there are none, please write ‘none’:

|  |
| --- |
|  |

|  |
| --- |
| **8. Declaration and Signature** |
| I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by Gorse Hill Studios under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.  Signed  Date |

**Data Protection Act and General Data Protection Regulations.** The personal data you provide in this job application will be used for recruitment purposes. If your application is successful, the personal data will be stored on your employee file and used for payroll and personnel administration. It will only be shared with officers with a legitimate need to view it, and with government departments and agencies where there is a legal obligation to do so. Personal data held about unsuccessful candidates will only be retained for six months.  Full details of how we process your personal data for job applications, including your rights under the General Data Protection Regulations is outlined in the Job Applications Privacy Notice enclosed with your application material.

**YOUR COMPLETED APPLICATION SHOULD BE SENT TO THE ADDRESS/EMAIL ADDRESS AS SPECIFIED IN THE APPLICATION MATERIAL.**

**Equality and Diversity Monitoring**

**Please complete the form that follows on the next page.**

Freedom from discrimination and equality of opportunity are basic rights. Gorse Hill Studios is committed to challenging inequality and celebrating diversity.

The information you provide on the form overleaf is not part of our selection process and will be separated from your application form and only used for monitoring purposes to ensure that people are treated fairly and according to their needs. It will only be accessible to the administration team, who will record the data in anonymous format for monitoring purposes. The appointing officer(s) and/or the shortlisting panel will not have access to the information it contains.

**Guidance Notes on Disability**

Under the Equality Act 2010 you are considered to have a disability if you have *‘a physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to-day activities’.*

**Physical and mental impairments** include sensory impairments and Deaf Sign Language users. Mental illness is included if it has a substantial effect on normal day to day activity. Past conditions are included. Progressive conditions, such as cancer, multiple sclerosis, muscular dystrophy and HIV infection, are covered from the point of diagnosis. Severe disfigurements are included.

**Substantial adverse effect** is more than a minor or trivial effect. Substantial effects of a disability, which has ceased but is expected to recur at least once a year, for example rheumatoid arthritis or epilepsy, are included in the definition.

**Long term effect** is one which has lasted, or is likely to last, 12 months or more.

**Normal day to day activities** are those which are carried out by most people on a fairly regular and frequent basis.

Full definitions of disability are available from <https://www.gov.uk/definition-of-disability-under-equality-act-2010>.

**First Name(s):** ……………………………………………

**Surname:** …………………………………………..

**1. GENDER:** Male  Female  Other/Non-Binary

**2. AGE:** 16-24  25-29  30-34  35-39  40-44

45-49  50-54  55-59  60-64  65+

**3. ETHNIC GROUP:**

To which of these groups do you consider that you belong? (tick appropriate box)

Asian / British Asian  Mixed Heritage

Black / Black British  White British

Chinese / British Chinese  White Other

Gypsy / Traveller / Roma  Other

**If you have answered ‘any other’ in any group, please specify below.**

………………………………………………………………………………………………………….

**4. DISABILITY**

Do you consider yourself to have a disability? Yes  No

(Please see guidance on the previous page)

**For internal use only**

Job Title: …………………………………………………….

Vacancy Ref: …………………………………………………….