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| Application for Employment This form may be photocopied; please **type** or use **black ink**.  **Please return this form to:**  Emma Dunstan emma.dunstan@peoplespalace.org.uk  **Applications close: 11:00 (GMT), 08:00 (Brazil) Monday 1 March 2021. Interview dates: w/c 8 March 2021** |
| **Job Applied For:** **Digital Communication Assistant (Part‐time – 15hr per week)** |
| **Personal Details:**  Name ……………………………………………………………………………………….  Address Line 1 ……………………………………………………………………………………….  Address Line 2 ……………………………………………………………………………………….  Address Line 3 ……………………………………………………………………………………….  Town/City: …………………………………… Postcode: …………………………………………  Home Phone Number: ………………………… Mobile Number: …………………………………  Personal E-mail Address: ………………………………………………………………………………………. |

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| **References**: Please give two referees, including your present/most recent employer. | |
| Name ……………………………………………  Address ……………………………………………  Postcode ……………………………………………  Telephone ……………………………………………  Email ……………………………………………  Relationship to/knowledge of you:  …………………………………………… | Name……………………………………………  Address……………………………………………  Postcode ……………………………………………  Telephone ……………………………………………  Email ……………………………………………  Relationship to/knowledge of you:  …………………………………………… |
| Normally we contact referees after an offer of employment has been made. Do you have any objection to the reference being obtained prior to offer of employment? …………………………………………… | |
| Do you have the right to work in:   1. Brazil YES / NO | |
| Due to the sensitive nature of the duties staff at People’s Palace Projects are expected to undertake from time to time, including working with vulnerable groups, you are required to disclose details of any criminal record. Only relevant convictions and other information will be taken into account, so disclosure need not necessarily be a bar to obtaining this position.   Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?  ……………………………………  If yes, please give details of offences, penalties and dates.  .........................................................................................................................................................  ........................................................................................................................................................  .........................................................................................................................................................  ......................................................................................................................................................... | |
| If you are currently employed, what notice are you required to give?  …………………………………… | |

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| Please state how many days’ sickness you have had in the last 12 months. |

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| Are you available two days a week, and/or 15 hours a week, from March 2021 to July 2021 inclusive? Please indicate any prior commitments that might impact on this.    …………………………………… |

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| CURRENT OR MOST RECENT EMPLOYMENT (if applicable)   Company name: ……………………………………  Job title / Post held: …………………………………… |
| Brief summary of responsibilities: |
| Employment commenced ……………………………………  Leaving date (if applicable) ……………………………………  Period of notice required …………………………………… |

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| **PREVIOUS EMPLOYMENT / WORK EXPERIENCE**  Company name: ……………………………………  Job title / Post held: …………………………………… |
| Brief summary of responsibilities: |
| Employment commenced ……………………………………  Leaving date (if applicable) …………………………………… |
| **PREVIOUS EMPLOYMENT / WORK EXPERIENCE**  Company name: ……………………………………  Job title / Post held: …………………………………… |
| Brief summary of responsibilities: |
| Employment commenced ……………………………………  Leaving date (if applicable) …………………………………… |
| **PREVIOUS EMPLOYMENT / WORK EXPERIENCE**  Company name: ……………………………………  Job title / Post held: …………………………………… |
| Brief summary of responsibilities: |
| Employment commenced ……………………………………  Leaving date (if applicable) …………………………………… |
| **PREVIOUS EMPLOYMENT / WORK EXPERIENCE**  Company name: ……………………………………  Job title / Post held: …………………………………… |
| Brief summary of responsibilities: |
| Employment commenced ……………………………………  Leaving date (if applicable) …………………………………… |

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| **Qualifications and Training**  Please give details of your educational qualifications and training courses attended which are relevant to the job you are applying for (including institution and dates). | | |
| DATES | INSTITUTION | QUALIFICATION/TRAINING |
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| **In no more than 1000 words, please outline your relevant skills and experience in reference to the job description, and explain your reasons for wanting this position.** | | |

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| **Declaration**:  I certify that the information given on this form is, to the best of my knowledge, true and complete. I understand that should my application proceed to an interview, I will be required to produce supporting documentation as evidence of my qualifications and previous experience.  Signed …………………………………… Date ……………………………………  NB Any false statement may be sufficient cause for rejection or, if employed, dismissal. |

**Diversity Monitoring Form:**

PPP is a National Portfolio Organisation of Arts Council England. As part of our funding agreement, we are required to send ACE diversity statistics for all of our staff and all freelancers/contractors we work with. As part of our internal equality monitoring, we also evaluate the diversity of candidates who apply for advertised roles, those who are shortlisted for interview, and those who are successful.

The information you supply will be kept anonymously*.* When we receive the **survey** back from you, we will give it an alphanumeric code and separate **it** from your written application, which will be assessed without reference to the information disclosed **on the survey**. A list of names with codes will be kept securely for later analysis. Thank you for your participation.

**Please complete the survey on the following link:**

<https://www.surveymonkey.co.uk/r/PPPjobapplicantDigitalCommsAssistant>

People’s Palace Projects is a **Positive About Disabled People** Employer.

* All candidate disclosing a disability and who demonstrate that they meet all the Essential criteria of the Person Specification will qualify for an interview.
* At the point of inviting candidates for interview, we will ask about any additional needs or adjustments that would be required to support your participation in the interview process.

**Checklist:**

Have you completed all sections? **[Yes] / [No]**

Have you signed and dated the application form? **[Yes] / [No]**

Have you attached to the form clearly labelled:

1) one or more writing samples in English and Portuguese that have not been edited by anyone other than yourself;

2) a social media post that you have designed and published

**[Yes] / [No]**

Have you completed the Diversity Monitoring survey? **[Yes] / [No]**