



**AEMMS1: Application Part 2**

**YOUR INITIALS AND THE DATE (e.g. AB28.10.21):**

In order for us to anonymise applications before scoring **please rename this file with your initials and the date at the end of the file name.**

Please also fill out the **Part 1: SUPPORTING STATEMENTS** form (available to download here). We separate out the supporting statements, so that these can be marked anonymously, ensuring that the application process is as fair as possible. When finished, send to [jobs@arts-emergency.org](mailto:jobs@arts-emergency.org).

The details in this section will only be shared with the recruitment panel if you are shortlisted for an interview.

**1) PERSONAL DETAILS**

Position applied for:

Forenames:

Surname:

Preferred name:

Preferred pronouns:

Address:

Telephone:

Email:

Do you require a permit to take up work in the UK? Yes    No

Are you subject to any conditions relating to your employment in the United Kingdom? Yes    No

If yes, do you have a work permit as at the date of this application and if so, what is the expiry date?

We are required to carry out basic document checks on every person we intend to employ. All successful applicants will be required to show proof of their right to work in the UK.

Under the Rehabilitation of Offenders Act 1976, are there any convictions which you are required to disclose? Yes    No

If yes, please provide details (disclosing this information will not necessarily preclude you from being considered or appointed for this role):

**Referees:**

Please give details of two referees, one being your most recent employer.

If you have not been employed please provide details of a personal or educational referee. This person should not be a family member or relative.

**Referee 1**

Name:

Job title:

Address:

Telephone:

Email:

May we contact this referee at this stage?

Yes

No

**Referee 2**

Name:

Job title:

Address:

Telephone:

Email:

May we contact this referee at this stage?

Yes

No

**2) EMPLOYMENT / EDUCATION HISTORY**

**Current or most recent job**

Job title:

Employer's name and address:

Date started:

Date left (if applicable):

Brief outline of duties:

Notice required:

Reason for leaving / wishing to leave:

**Previous employment, education and training**

For safeguarding purposes, we would like to understand your journey since leaving secondary education. Please start with the most recent position.

1. Job /Course title:

Employer / education or training provider name and address:

Date started:

Date left:

Brief outline of duties / results of course (if applicable):

2. Job /Course title:  
Employer / education or training provider name and address:

Date started:

Date left:  
Brief outline of duties / results of course (if applicable):

3. Job /Course title:  
Employer / education or training provider name and address:

Date started:

Date left:  
Brief outline of duties / results of course (if applicable):

4. Job /Course title:  
Employer / education or training provider name and address:

Date started:

Date left:  
Brief outline of duties / results of course (if applicable):

If you need more space, please copy the sections above and use the additional information section to list any other roles

**If you have had any gaps in your working or education history since secondary education please provide details as to what you were doing in at these times:**

### **3) RELEVANT TRAINING**

Please tell us about any training you have undertaken which may be relevant to the role.

Course Title:  
Training Provider:

Date completed:  
Expiry date (if relevant):

Course Title:  
Training Provider:

Date completed:  
Expiry date (if relevant):

Please copy and paste the above and use the additional information section to fill out as many training courses as you need by copy and pasting the above.

#### **4) DATA PROTECTION NOTIFICATION**

We will manage the personal information provided in accordance with the General Data Protection Regulation (GDPR). We will use it to contact you about and process your application.

Personal information about unsuccessful candidates will be held for 6 months after the recruitment process is completed, after which it will be securely destroyed. This is to allow us to provide feedback to unsuccessful interviewees, and deal with any queries you may have about the recruitment process.

If you want your personal data to be removed before this time period please contact us at [info@arts-emergency.org](mailto:info@arts-emergency.org).

#### **5) DECLARATION**

**I consent to Arts Emergency holding the data (as outlined in section 4) in the application form and supporting statements form. I confirm that to the best of my knowledge the information provided is true and correct. I understand that any false information provided in this application will invalidate any resulting job offer. All job offers are subject to receipt of satisfactory references and a DBS check. If you cannot sign please type or initial.**

Signed:

Date:

**Please return this application (along with Part 1) to: [jobs@arts-emergency.org](mailto:jobs@arts-emergency.org)**

We would also be grateful if you could [complete our Equality and Diversity Monitoring Form](#)

The survey is anonymous and not linked in any way to your application. Any information you provide will be used by Arts Emergency to monitor the demographic of candidates applying for roles and make improvements in line with our diversity and inclusion ambitions. This data will be treated in accordance with the Data Protection Act 1998.

**Additional Space**