

**Wiltshire Creative Job Application Form**

*Here at Wiltshire Creative, we pride ourselves on being open and accessible to everyone. If you would like to submit your application in a different format (e.g. audio or video), please contact our friendly admin team on 01722 320117 or* [*recruitment@wiltshirecreative.co.uk*](mailto:recruitment@wiltshirecreative.co.uk)*. The questions in this form are also available in audio and BSL video format.*

Please complete all sections of this form in full.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Application** | | | | | | |
| What position are you applying for? | |  | | | | |
| Where did you hear about this position? | |  | | | | |
| **Personal Information** | | | | | | |
| Name | |  | | | | |
| Address | |  | | | | |
| Phone number(s) | |  | | | | |
| Email Address | |  | | | | |
| Do you have the right to work in the UK? | | Yes | | | No | |
| Do you have any convictions not considered spent under the Rehabilitation of Offenders Act 1974? | | Yes | | | No | |
| If yes, please give details: | | | | |
| **Education and Qualifications** | | | | | | |
| School / College / Establishment | Qualifications | | Grades | | | Date Achieved |
|  |  | |  | | |  |
| **Employment History**  Please give brief details of your employment history (paid or voluntary), starting with your most recent post. | | | | | | |
| Company / Organisation | Job Title | | Dates of employment | | | Key Responsibilities |
|  |  | |  | | |  |
| **Access Requirements**  Wiltshire Creative encourages applications from suitably qualified and experienced d/Deaf and disabled people, and we guarantee to interview all d/Deaf and disabled applicants who meet the essential criteria for this vacancy and who choose to declare their disability status. This information will only be shared with Wiltshire Creative employees directly involved in the recruitment process. | | | | | | |
| Disability Status  *(please leave blank if not applicable or you do not wish to declare)* | | |  | | | |
| Is there anything we need to do or know to allow you to participate fully in our recruitment process, including interviews? | | |  | | | |
| **Supporting Statement**  Please explain why you are applying for this position, how you are suitable for the role, and what experience and skills you can bring to the post and the organisation.  Please refer to the Job Description and Person Specification to inform your statement and include any other information that may assist your application. This is your chance to persuade us that you are the right person for the job. | | | | | | |
|  | | | | | | |
| **References**  Please give the details of two referees, one of whom should be your present or most recent employer, if applicable.  *References may be taken up before interview or prior to an offer being made. If you would prefer us not to take up references until an offer has been made, please indicate below.* | | | | | | |
| Name | |  | | | | |
| Email Address | |  | | | | |
| Phone Number | |  | | | | |
| Relationship to you | |  | | | | |
| Reference can be taken before a job offer is made | | Yes | | | No | |
|  | | | | | | |
| Name | |  | | | | |
| Email Address | |  | | | | |
| Phone Number | |  | | | | |
| Relationship to you | |  | | | | |
| Reference can be taken before a job offer is made | | Yes | | | No | |
|  | | | | | | |
| **Declaration** | | | | | | |
| I declare that the information given in this application is, to the best of my knowledge and belief, true and complete. I understand that this information will be treated as part of any subsequent Contract of Employment, and that if any of this information is found to be false or misleading, my application may be disqualified, or any offer of employment withdrawn. | | | | | | |
| Signed | | | | Date | | |

Please also complete our [Equality, Diversity and Inclusion Monitoring Form](https://forms.office.com/r/3WZ3aFieA5)

Please submit your completed application form to recruitment@wiltshirecreative.co.uk including the job title in the subject line.