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# Norden Farm Centre for the Arts

Application Form

**CONFIDENTIAL**

***Please read the job description and supporting information before completing this form.***

Please complete this form, ensuring you fill in all appropriate sections as fully as possible. Forms may be completed electronically or by hand in black ink. CVs should NOT be included with applications. There are 5 pages plus an Equal Opportunities Monitoring Form.

Completed application forms may be submitted by email to admin@nordenfarm.org or by post to: Norden Farm Centre for the Arts, Altwood Road, Maidenhead, SL6 4PF.

If you have a disability or any other special need that means you are unable to complete this form or any other part of the process, please contact us to make alternative arrangements.

We will keep your application form on file for 3 months after the date of receipt.

|  |  |
| --- | --- |
| **Application for the post of:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Personal Details | | | | |
| Last Name |  | | | |
| First Names |  | | | |
| Home Address |  | | | |
|  |  | | | |
|  |  | | | |
|  |  | | Postcode |  |
| Telephone | Home |  | Work |  |
|  | Mobile |  |  | |
| Email address |  | | | |
| May we contact you at work? |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Education and Training | | | | |
| **Secondary Education** | | | | |
| From | To | School(s) | | Examinations passed/Grades |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
| **Higher and Further Education (University/College/Apprenticeships etc)** | | | | |
| From | To | Place of Education | | Qualifications obtained |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
| **Short and Part-time Courses** (including relevant in-house training) | | | | |
| Dates | | | Details | |
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| --- | --- | --- | --- | --- | --- |
| Previous Employment | | | | | |
| Date from | Date to | Name, location and nature of employer’s business | | Position held | Reason for leaving |
|  |  |  | |  |  |
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|  |  |  | |  |  |
| Supporting Information | | | | | | |
| Please use this space to tell us why you have applied for this position and what you will bring to the post. Reference the Job Description. Describe how the skills and experience you possess would enable you to fulfil the role as described in the job description and any other information that supports your application. Use a continuation sheet if necessary. | | | | | | |
|  | | | | | | |
| Further Information | | | | | | |
| Do you hold a current and full (not provisional) EU driver’s licence? | | |  | | | |
| Do you require a work permit to work in the United Kingdom? | | |  | | | |
| Please state how many days you have been absent from work/college due to illness during the last two years, providing details for any extended absence if you wish.\* | | |  | | | |
| *Under the Rehabilitation of Offenders Act 1974, candidates are not usually required to give details of spent offences* | | |  | | | |
| Have you ever been convicted, cautioned, bound over or have a conviction pending in respect of any criminal offence which is not considered spent? \* | | |  | | | |
| *\* Please use an additional sheet if necessary* | | |  | | | |

|  |  |  |
| --- | --- | --- |
| References | | |
| Please give the names and addresses of two people, not relatives, one of who should be your current employer (or last employer) from whom confidential references may be obtained. It is Norden Farm’s policy to contact referees before an offer of employment is made. Please indicate if you would prefer this NOT to happen. | | |
| Name | Position | Address/Telephone Number/Email |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Declaration | |
| I declare that the information on this application is, to the best of my knowledge, true and complete | |
| Signed | Dated |

# Norden Farm Centre for the Arts

##### Equal Opportunities Monitoring Form

**On receipt, this section will be detached from the main body of the application form and will not form any part of the selection process**

**1. Ethnic Origin**

(Please tick as appropriate)

I would describe myself as being:

|  |  |  |  |
| --- | --- | --- | --- |
| White: | |  | Chinese |
|  | British |  |  |
|  | Irish |  | Asian and white |
|  | Any other White background |  | Black African and white |
|  |  |  | Black Caribbean and white |
| Black or Black British: | |  | Chinese and white |
|  | Black African |  |  |
|  | Black Caribbean |  | Any other background from more than one ethnic group |
|  | Any other Black background |  |
|  |  |  |  |
| Asian or Asian British: | |  | Any other ethnic group (Please give details below) |
|  | Asian Bangladeshi |  |
|  | Asian Indian |  |
|  | Asian Pakistani |  |  |
|  | Any other Asian background |  | Prefer not to answer |

**2. Gender**

|  |  |
| --- | --- |
|  | Female |
|  | Male |
|  | Non-Binary |
|  | Other |
|  | Prefer not to say |

If ticked other, feel free to self-describe.

**3. Disability**

Do you consider yourself to be disabled:

|  |  |
| --- | --- |
|  | Yes |
|  | No |
|  | Prefer not to answer |

|  |  |
| --- | --- |
| Where did you see this job advertised: |  |