A black and white logo

Description automatically generated with low confidence

Thank you for your interest in working at Curzon Cinema and Arts. To make sure that everyone has the same opportunity in applying for roles with us, we ask that applicants complete an application form.

We have a set system for scoring all job applications against the criteria given in the personspecification. You need to demonstrate in your application form how you meet these criteria.

This is our only source of information about your experience and abilities. In your applications, please explain what experience, skills, knowledge, personal qualities and strengths you have and how they relate to this post as described in the job description and person specification.

If you have difficulty completing the application form in this way for any reason – for example you need it in large print, or because English is not your first language – then please contact us and we will do our best to agree an acceptable format with you.

Please complete your application electronically and email it to us at:

[andrew.caddy@curzon.org.uk](mailto:andrew.caddy@curzon.org.uk).

**Deadline: midnight Sunday April 16th 2023**

Application Form

|  |  |
| --- | --- |
| Application for the post of: | Marketing and Programme Assistant |
| Job Type: | Permanent. 26.5 hours a week (0.7 FTE). |
| Where did you first see the vacancy advertised e.g., Guardian, Twitter, Facebook etc.? |  |

# Pre – Employment Information

|  |  |
| --- | --- |
| We have a legal responsibility to ensure that all our employees have the legal right to work in the UK. Do you have the legal right to work in the UK? | Yes  No  If No, please provide details: |

**Health and wellbeing:**

Do you have any have any requirements from us to enable you to carry out the role? (if Yes – please state)

**Criminal Record:**

Please note any criminal convictions except those ‘spent’ under the Rehabilitation of Offenders Act 2004. If none, please state:

# Personal Information

Access to this information will be withheld from the shortlisting panel.

|  |  |
| --- | --- |
| Title: |  |
| Forenames: |  |
| Surname: |  |
| UK National Insurance Number: |  |

|  |  |
| --- | --- |
| Address: |  |
| City & Postcode: |  |
| Mobile: |  |
| Home telephone no.: |  |
| Preferred telephone number to be contacted on: |  |
| Email: |  |

**Education**

Details entered in this section of the form will be made available to the short-listing panel.

Schools, Further and Higher Education attended and qualifications obtained:

|  |  |  |  |
| --- | --- | --- | --- |
| School/College/University | Subjects | Level e.g. GCSE,  A-level, HND, BTEC, NVQ, Batchelor’s Degree | Grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Relevant skills and training

|  |
| --- |
| Please list any other relevant training, non-qualification courses attended, knowledge or experience you feel are relevant to your application: |
|  |

# Employment

Please provide your employment history in date order:

|  |  |  |
| --- | --- | --- |
| Name of Employer: | Date Started | Date Ended |
|  |  |  |
| Brief explanation of duties: | | |
|  | | |
| Name of Employer: | Date Started | Date Ended |
|  |  |  |
| Brief explanation of duties: |  |  |
|  | | |
| Name of Employer: | Date Started | Date Ended |
|  |  |  |
| Brief explanation of duties: |  |  |
|  | | |
| Name of Employer: | Date Started | Date Ended |
|  |  |  |
| Brief explanation of duties: |  |  |
|  | | |
| Name of Employer: | Date Started | Date Ended |
|  |  |  |
| Brief explanation of duties: |  |  |
|  | | |

**References**

Please provide the names and contact details of two referees. The email address provided should be a work email address. References must cover a two-year period of employment, training or education. We will only contact references after a successful offer of employment.

|  |  |
| --- | --- |
| Name: |  |
| Relationship eg. Manager: |  |
| Organisation: |  |
| Address: |  |
| Telephone number: |  |
| Email: |  |

|  |  |
| --- | --- |
| Name: |  |
| Relationship eg. Manager: |  |
| Organisation |  |
| Address: |  |
| Telephone number: |  |
| Email: |  |

# Supporting Statement

Details entered in this part of the form will be used to shortlist your application.

# How does your past experience make you suitable for this role?

|  |
| --- |
| Before completing this section, please read the job description and person specification.  In the box below please provide a summary of how your experience, skills, knowledge and abilities fulfil the requirements of the person specification for the role. You should focus on providing evidence and examples which demonstrate your suitability against the requirements of the person specification in relation to this role as you will be shortlisted against the information you provide in this section.  Please note that you should not include any personal details in this section such as your name and address.(suggested length, approximately 500 words). |
|  |

# Declaration

|  |  |
| --- | --- |
| I understand that personal information contained in this application will be stored for the purpose of arriving at a selection decision and the sensitive data will be monitored for the purpose of the equal opportunities monitoring. I understand that if appointed, the information will be used to form the basis of my personnel record. I certify that all information provided on this application form is correct. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I understand that any employment offer will be subject to satisfactory references and evidence of qualifications. | |
| Signed: |  |
| Date: |  |

# Equality and Diversity Monitoring Form

The Curzon is committed to the development of positive policies to promote equal opportunity in employment. We are committed to equal employment opportunity regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. To ensure that our Equal Opportunities policy is effective, we carry out monitoring of applicants and we would like you to answer the questions below.

This section of the application form will be detached from your application and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you.

Age

|  |  |  |  |
| --- | --- | --- | --- |
| 16 - 19 | 20 - 24 | 25 - 30 | 31 - 34 |
| 35 - 39 | 40 - 49 | 50 - 59 | 60 - 69 |
| 70+ | Prefer not to say | | |

Do you consider yourself to have a disability?

|  |  |  |
| --- | --- | --- |
| Yes | No | Prefer not to say |

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please contact us at info@independentcinemaoffice.org.uk

Gender

|  |  |  |  |
| --- | --- | --- | --- |
| Man | Woman | Non-binary | Prefer not to say |
| If you prefer to use another term, please specify here: | | | |

Gender identity

|  |  |  |
| --- | --- | --- |
| Is your gender the same now as it was assigned at birth? | | |
| Yes | No | Prefer not to say |

Ethnic origin

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

**East Asian / East Asian British (including South East Asian / South East Asian British)**

|  |  |
| --- | --- |
| Chinese | Japanese |
| Any other East Asian background, please write in: | |

**South Asian / South Asian British**

|  |  |  |
| --- | --- | --- |
| Indian | Pakistani | Bangladeshi |
| Any other South Asian background, please write in: | | |

**Black / African / Caribbean / Black British**

|  |  |
| --- | --- |
| African | Caribbean |
| Any other Black / African / Caribbean background, please write in: | |

**Mixed / Multiple ethnic groups**

|  |  |  |
| --- | --- | --- |
| White and Black Caribbean | White and Black African | White and Asian |
| Any other Mixed / Multiple ethnic background, please write in: | | |

**White**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| English | Welsh | Scottish | Northern Irish | |
| British | Irish | Gypsy or Irish Traveller | | Roma |
| Any other White background, please write in: | | | | |

**Other ethnic group**

|  |
| --- |
| Arab |
| Any other ethnic group, please write in: |

**Prefer not to say**

|  |
| --- |
| Prefer not to say |

Sexual orientation

|  |  |  |  |
| --- | --- | --- | --- |
| Bisexual | Gay / Lesbian | Straight / Heterosexual | Prefer not to say |
| If you prefer to use your own term, please specify here: | | | |