**APPLICATION FOR EMPLOYMENT**

**Please complete all sections of this application, and return it via email to**

**leegiles@thehabbitfactory.org**

Sections 2-5 (your employment history, education/training and supporting statement) will be reviewed anonymously by the selection panel. They will assess your answers based on the criteria outlined in the Person Specification so please keep these criteria in mind when filling out the form.

1. **PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Title: |  | |
| Surname: | First name(s): |  |
| Address:  Postcode: | |  |
| Phone number: | E-mail address: |  |

1. **CURRENT OR MOST RECENT EMPLOYMENT (PAID OR UNPAID)**

|  |  |
| --- | --- |
| Name and address of employer: | |
| Job title: | Date of appointment: |
| Period of notice required/Leaving date if not now working: | |
| Reason for leaving: | |
| Please provide a brief outline of your main responsibilities: | |

1. **PREVIOUS EMPLOYMENT (PAID AND/OR UNPAID)**

Please start with your most recent position. Continue on one separate sheet of A4 if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Date of employment  From: To | Name and address of employer: | Job title and brief details of main responsibilities: | Reason for leaving: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **EDUCATION, TRAINING AND PROFESSIONAL QUALIFICATIONS**

Please start with the most recent qualification and include any currently being pursued.

|  |  |  |
| --- | --- | --- |
| Dates: | School, university, college: | Qualifications obtained: |
|  |  |  |

1. **SUPPORTING STATEMENT**

Please write a statement or send us a short video (no longer than 2 minutes) explaining:

* Why are you applying for this position.
* drawing on your personal and work experience, education and training, how you meet the requirements set out in the person specification and job description.

Please continue on one separate sheet of A4 if necessary.

1. **REFEREES**

Please provide details of two people, not related to you, who will provide an employment reference for you. One of these should be your current or most recent employer if you are not currently employed. The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying.

|  |  |
| --- | --- |
| Name of referee: | Name of referee: |
| Name of organisation: | Name of organisation: |
| Occupation: | Occupation: |
| Address: | Address: |
| Email: | Email: |
| Contact number: | Contact number: |
| Relationship to you: | Relationship to you: |

May we request a reference:

|  |  |  |  |
| --- | --- | --- | --- |
|  | at any time |  | at any time |
|  | only after an offer of employment |  | only after an offer of employment |

Please provide details of any special arrangements or adjustments you would require to enable you to participate in our selection process effectively:

In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made and an offer of employment may be retracted in the event you do not have the right to work in the UK. However, if you require a work permit in order to work in the UK please indicate by ticking this box:

Please provide details of any unspent convictions or cautions you have under the terms of the Rehabilitation of Offender Act, 1974. Offences resulting in licence endorsements should be disregarded. Failure to disclose such information may result in dismissal or disciplinary action by Coney. This information will be treated as confidential and will not necessarily preclude you from employment.

**DECLARATION**

To the best of my knowledge the information on the application form and equal opportunities monitoring form is correct.

Signed: Date:

(A digital/typed signature is fine)

**Equal Opportunities**

*The Habbit factory wants to meet the aims and commitments set out in our Equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the makeup of the workforce in encouraging equality and diversity.*

*Filling in this form is voluntary, but it would help ensure our policy is carried out if you could complete the following details so that we can monitor applications throughout the employment process. Please be assured that any information you provide will be anonymised and processed separately from your application so that it does not form part of the selection process.*

*The options in this form are based on those used by Arts Council England for reporting. We understand that these categories are not comprehensive and you can also choose to self-describe or not to answer.*

*Please return the completed form in a separate email to hello@thehabbitfactory.org, marked ‘confidential’*

**Please indicate your answers by underlining one per question**

**Gender** Female (including trans women) Male (including trans men)

Non-binary (e.g. Androgyne) Prefer not to say

If you prefer to use another term, please specify here:

**Is your gender identity different to the sex you were assumed to be at birth?**

Yes No Prefer not to say

**Age**  0-19 20-34 35-49 50-64 65+

Prefer not to say

**How would you describe your ethnicity?**

Please tick the group which best fits how you would describe yourself:

***Asian/Asian British***

Bangladeshi Chinese Indian Pakistani

Any other 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 Asian White and Black African White and Black Caribbean

Any other mixed background, please write in:

***White***

British English Gypsy or Irish Traveller Irish

Northern Irish Scottish Welsh Other white background, please write in:

***Other ethnic group***

Arab Latin American Any other ethnic group, please write in:

Prefer not to say

**Do you identify as a deaf or disabled person, or have a long-term health condition?**

Yes No Prefer not to say

**Do you identify as neurodivergent?**

Yes No Prefer not to say

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, please contact us separately to discuss this.

**How do you describe your sexual orientation?**

Bisexual Gay man Gay woman/Lesbian

Heterosexual/Straight Queer Prefer not to say

If you prefer to use another term, please specify here:

**Socio-Economic Background – What was the occupation of the main income earner in your household when you were 14 years old?**

**Modern Professional** e.g. teacher/lecturer, nurse, physiotherapist, social worker, welfare officer, actor, artist, musician, police officer (sergeant or above) software designer

**Clerical and intermediate Occupations** e.g. secretary, personal assistant, clerical worker, call centre agent, nursing auxiliary, nursery nurse

**Senior Managers and Administrators** usually responsible for planning, organising and co-ordinating work for finance such as finance managers, chief executives

**Technical and Craft occupations** e.g. motor mechanic, fitter, inspector, plumber, printer, toolmaker, electrician, gardener, train driver

**Semi-routine Manual and Service Occupations** e.g. postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, receptionist, sales assistant

**Routine Manual and Service Occupations** e.g. HGV driver, van driver, cleaner, porter, packer, sewing machinist, messenger, labourer, waiter, bar staff

**Middle or Junior managers** e.g. office manager, retail manager, bank manager, restaurant manager, warehouse manager, publican

**Traditional Professional** e.g. solicitor, accountant, medical practitioner, scientist, civil mechanical engineer

**Short term unemployed** – a year or less

**Long term unemployed** – more than a year

**Retired**

**Not applicable**

**Prefer not to say**