Application for Employment

In an attempt to eliminate possible bias we assess applications ‘anonymously’, meaning that names and other identifying information is removed from applications before the shortlisting process. In order to assist in this process we ask that your names (or links to your names) are only written on the first two pages of this application form. Any information included after the first two pages of this application form will be shared with the panel.

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| --- | --- | --- | --- | --- | --- |
| **Personal information (confidential)** | | | | | |
| Position applied for |  | | | | |
| Title |  | | | | |
| First name(s) |  | | | | |
| Surname |  | | | | |
| Address |  | | | | |
| Email |  | | | | |
| Telephone (landline) |  | | | | |
| Telephone (mobile) |  | | | | |
| National Insurance number |  | | | | |
| Do you have a current right to work in the UK? | | Yes |  | No |  |
| If no, please provide details | | | | | |
|  | | | | | |
| Where did you hear about this vacancy? | | | | | |
| Choose an item. If other please state: | | | | | |
| Links to relevant personal websites or social media | | | | | |
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| **Criminal Record (confidential)** |
| Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If ‘none’ please state. |
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| **Education (confidential)** | | |
| Schools/Colleges/University | Qualifications gained | Year |
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| **Declaration** |
| I confirm that the information provided in this form is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to Quentin Blake Centre for Illustration being satisfied with the results of relevant checks including references, eligibility to work in the UK, criminal convictions and a probationary period (in line with the operation of the Equality Act 2010). |
| **Signed:**  **Date:** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employment history** | | | | | | | |
| Organisation | Job title | | Start date | | End date | Reason for leaving | |
|  |  | |  | |  | Choose an item  If other please state: | |
|  |  | |  | |  | Choose an item  If other please state: | |
|  |  | |  | |  | Choose an item  If other please state: | |
|  |  | |  | |  | Choose an item  If other please state: | |
|  |  | |  | |  | Choose an item  If other please state: | |
|  |  | |  | |  | Choose an item  If other please state: | |
| **Other relevant experience** | | | | | | | |
| Organisation | Role | | | | Start date | | End date |
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| **Relevant professional development and qualifications** | | | | | | | |
| Course | | Date | | Qualification (if applicable) | | | |
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| **Personal statement** |
| Your personal statement should give evidence of how you meet the essential criteria for the advertised position. Please carefully address these points within the job pack provided. You should also detail your skills, relevant experience and your reasons for applying for the role. You may continue on a separate sheet if necessary (maximum 1000 words). |
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| **Additional information** |
| Is there anything else you wish to tell us about your application? (Maximum 100 words). |
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| **References** | |
| Please note here the names, company name (where applicable) and addresses of two persons from whom we may obtain both work and character references. References will only be contacted after a job offer has been made and accepted. | |
| 1. | 2. |

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| **Data protection** |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. We will treat all personal information with the utmost confidentiality and in line with current data protection legislation.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  For more information on how we use the information you have provided, please see our [privacy policy](https://www.qbcentre.org.uk/privacy-policy). |