|  |  |
| --- | --- |
|  | Application Form |

For Posts Exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Department :** | | | | Guildhall Young Artists Norwich | | | | | | |
| **Post Title :** | | | | Drama Tutor | | | | | | |
| **Post Number:** | | | |  | | | | | | |
|  | | | | | | | | | | |
| **Personal Details** | | | | | | | | | | |
| Family or Last Name & previous Last Names (if relevant): | | | | | |  | | | | |
| First Name: | | |  | | | | | | | |
| Address (including postcode) | |  | | | | | | | | |
| Telephone (Home): | | | | | Telephone (Mobile): | | | | | |
| Telephone (Work): | | | | | | | National Insurance Number: | | | |
| Can we contact you on your work number?: Yes  No  (Tick as appropriate) | | | | | | | | | | |
| Email address: | | | |  | | | | | | |
| **Referees** | | | | | | | | | | |
| One reference should be your present or most recent employer in a regulated activity relevant to children, and the other a previous employer. References will be requested for candidates shortlisted for interview, i.e. before an offer of employment has been made in writing. | | | | | | | | | | |
| 1 | Name: | | | | | | | 2 | Name: | |
| Job Title:  Company Name:  Address:  Telephone Number:  Email:  Relationship: | | | | | | | | Job Title:  Company Name:  Address:  Telephone Number:  Email:  Relationship: | | |
| I hereby authorise you to take up references from my present Employer, my previous Employer(s) or the people that I have submitted as personal referees. In addition, I hereby authorise you to take up other reference checks as you may deem appropriate. | | | | | | | | | | |
| Signed: | | | | | | | | | | Dated: |
|  | | | | | | | | | | |
| Please give any dates on which you will NOT be available for interview: | | | | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Education and Qualifications | | | | | | |
| Please give details of your education and qualification (most recent first) | | | | | | |
| Dates | | School, College, University, etc | Subject(s) Studied | | | Qualifications/ Certificate/ Grades |
| From | To |
|  |  |  |  | | |  |
| Work related or professional qualifications / membership & NVQ’s etc | | | | | | |
| Dates | | Details : Name of Association / Institute/Qualifications/Awarding body | | | Level/or grade of membership | |
| From | To |
|  |  |  | | |  | |
| Relevant Training | | | | | | |
| Dates | | Title of Course | | | Details | |
| From | To |
|  |  |  | | |  | |
| I hereby authorise you to carry out checks on all and any of my qualifications from any establishment or employer. | | | | | | |
| Signed: | | | | Dated: | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Present or last employment** | | | | | | | | | |
| Post: |  | | | | | | | | |
| Name and Address of Employer: | | | |  | | | | | |
|  | | | | | | | | | |
| Date Commenced: | | |  | | | | Grade / Salary: |  | |
| Is your present post your sole regular employment? Yes  No  (Tick as appropriate)  If No to the above please name your other employer(s): | | | | | | | | | |
| Reason for leaving / wishing to leave: | | | | |  | | | | |
| Notice required/Date left (if applicable): | | | | |  | | | | |
| Outline of main duties: | | | |  | | | | | |
|  | | | | | | | | | |
| Full previous employment history since leaving school | | | | | | | | | |
| Starting with your most recent job, please give a summary of all employment, including voluntary work. Please explain any breaks in employment dates. | | | | | | | | | |
| Dates | | | Employer | | | Post Title / main duties | | | Reason for leaving |
| From | | To |
|  | |  |  | | |  | | |  |

|  |  |
| --- | --- |
| Where did you see this post advertised? If seen on the internet, please specify website: |  |
|  | |
| Are you related to, or the partner of, any Member or employee of the City of London Corporation? If so, please give details (failure to disclose such information shall disqualify the candidate concerned):    (Note: Canvassing of Members or employees of the City of London Corporation or any Committee of the City of London Corporation directly or indirectly for any appointment under the City of London Corporation shall disqualify the candidate concerned.) | |
|  | |
| Please use this section to support the information that you have already provided regarding your suitability for this post and how you meet the requirements of the post. Include everything that is relevant (such as training and experience gained through out-of-work activities) as concisely as possible. Continue on a separate sheet(s) if necessary. | |

Please tick boxes as appropriate in the following sections:

|  |  |
| --- | --- |
| **Other details:** | |
| Do you have the legal right to live and work in the UK? | Yes  No |
| Is this subject to having a work permit? | Yes  No |
| You must produce photographic identification and proof of the above if you are called to interview. | |

|  |  |  |
| --- | --- | --- |
| **Disabilities** | | |
| Do you have a disability as defined by the Disability Discrimination Act 2005? | | Yes  No |
| *The City of London Corporation is a Disability Symbol User. An applicant with a disability who meets the essential criteria for the job (with a reasonable adjustment where appropriate) will be invited to interview.* | | |
| Do you want your application to be considered under the disability symbol users scheme? | | Yes  No |
| Will you require any reasonable adjustments to be made as part of the recruitment process? | | Yes  No |
|  | | |
| **Convictions** | | |
| Do you have any unspent convictions? | | Yes  No |
| **If ‘Yes’** please give details of the convictions. As this post is one covered by the Exceptions Order 1975, both spent and unspent convictions must be declared. (Please continue on a separate sheet if necessary)    *Note: It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.*  *N.B If you are provisionally offered this post, you will be required to undergo a Criminal Records Bureau (CRB) check. Please also refer to our CRB Policy (attached) and to the CRB Code of Practice for further information. Having a criminal record will not necessarily be a bar to obtaining a position at the City of London Corporation.* | | |
| *It will be a condition of your employment that you inform the City of London Corporation if you are convicted of any criminal offence (including driving offences). Failure to do so may result in disciplinary action being taken including the termination of your employment.* | | |
|  | | |
| **Data Protection Act** | | |
| Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request and on payment of a fee of £10, the right of access to personal data held about them.  I hereby give my consent to the City of London Corporation processing and retaining the data supplied in this application form for an appropriate period of time for the purpose of recruitment, selection and employment. | | |
| Signed: | Dated: | |
| This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, please visit our website at [www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk) | | |
| **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct. | | |
| Signed: | Dated: | |
| *Note: Any false, incomplete or misleading statements may lead to dismissal.*  *Note: The successful candidate will be expected to abide by Guildhall School’s Safeguarding Policy and undertake training as required by Guildhall School. Please find Guildhall School’s Safeguarding Policy and other policies at* [*this link*](https://www.gsmd.ac.uk/about-guildhall/corporate-documents/policies)*.* | | |

Please return completed form by email to: gyanorwich@gsmd.ac.uk

|  |  |
| --- | --- |
|  | |
|  | |
|  | Equal Opportunities Recruitment Monitoring Form |
|  |
|  |  |

Please complete this monitoring form and return with your application form. Below we explain why the details that you provide are important both for you as an applicant, and for us as an organisation committed to equal opportunities. The City of London Corporation is a Disability Symbol User. An applicant with a disability who meets the essential criteria for the job (with a reasonable adjustment where appropriate) will be invited to interview.

The City of London Corporation is working towards equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us to achieve this aim we ask you to complete this monitoring form. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and for no other reason.

We understand that some applicants will be hesitant to provide the personal details requested, but please be assured that this information is confidential and will only ever be processed or analysed on a completely anonymous basis. Although you do not have to complete the form, by completing as much of the information as possible, you will be helping us to ensure that you and others receive fair treatment when applying for jobs with us.

The request for this information and the uses to which it will be put are within the scope of the Data Protection Act 1998 which allows for the collation and reporting of sensitive data for monitoring purposes.

**Please complete this form, which will be detached from your application form before your application is progressed to the shortlisting stage of the recruitment process.**

The monitoring form will be kept separate from the job application form, to ensure that none of the information you have provided is used in the selection decision. The information that you provided will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.

If you have any queries or concerns about any part of this monitoring form, please write to the Equalities Manager, Corporate HR Unit, Town Clerk’s Department, City of London Corporation, PO Box 270, Guildhall, London, EC2P 2EJ, and we will look into the points that you raise.

Alternatively you may call or e-mail: -

****020-7332-3328   
**** [**equalities.team@cityflondon.gov.uk**](mailto:equalities.team@cityflondon.gov.uk)

Thank you for completing this form. We wish you success with your application.

|  |  |  |
| --- | --- | --- |
|  | | |
|  | | Reference Number: |
|  | Equal Opportunities Recruitment Monitoring Form | |

***HOW TO COMPLETE THIS FORM****: Mark your responses by putting an 'X' in the box or by clicking on the appropriate box*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | | **I consider myself to be:** | | | | | | | | | Male | | | |  | | Female | | | Non-binary | | | | | | | |
|  | |  | | | | | | | | |  | | | |  | |  | | |  | | | | | | | |
| **2.** | | **I consider myself to have a disability:** | | | | | | | | | Yes | | | |  | | No | | | Prefer not to say | | | | | | | |
|  | |  | | | | | | | | |  | | | |  | |  | | |  | | | | | | | |
| **3.** | | I would describe my racial or cultural origin as:- | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  | | | |  |  |  |  | | | | | | | | |  |  | |  |  | | | |  | |
|  | **a** | **Asian** | | | |  |  | **b** | **Black** | | | | | | | | |  |  | | **c** | **Chinese** | | | |  | |
|  |  | Asian – Bangladeshi | | | |  |  |  | Black – African | | | | | | | | |  |  | |  | Chinese | | | |  | |
|  |  | Asian – British | | | |  |  |  | Black – British | | | | | | | | |  |  | |  |  | | | |  | |
|  |  | Asian – Indian | | | |  |  |  | Black – Caribbean | | | | | | | | |  |  | | **d** | **Irish** | | | |  | |
|  |  | Asian – Pakistani | | | |  |  |  | Any other Black background  please specify | | | | | | | | |  |  | |  | Irish | | | |  | |
|  |  | Any other Asian background  please specify: | | | |  |  |  |  |  | |  |  | | | |  | |
|  |  |  |  |  |  | | | | | | | | |  |  | |  |  | | | |  | |
|  |  |  | | | |  |  |  |  | | | | | | | | |  |  | |  |  | | | |  | |
|  | **e** | **Mixed** | | | |  |  | **f** | **White** | | | | | | | | |  |  | | g | **Other Ethnic Group** | | | | | |
|  |  | Asian & White | | | |  |  |  | White British | | | | | | | | |  |  | |  | *please specify:* | | | |  | |
|  |  | Black & White | | | |  |  |  | White European Union | | | | | | | | |  |  | |  |  | | | |  | |
|  |  | Any other mixed background | | | |  |  |  | Any other White background | | | | | | | | |  |  | |  | …………………………… | | | | | |
|  |  | I am a CITIZEN of …………………… (please specify country, eg UK, Germany, Bangladesh) | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |  |  |  |
| **4.** | | **I am aged:** |  | **Years** | | |  | | **Months** | | | |  | **Date of Birth (DD/MM/YY):** | | | | | | | | | | |  | | |
|  | |  |  |  | | |  | |  | | | |  |  | | | | | | | | | | |  | | |
| **5.** | | I consider myself to be: | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  | | |  | |  | | |  | |  | | | |  | | |  | | | |  |  | |  | |
|  | **a** | **Bisexual** | | |  | |  | | | **b** | | **Gay / Lesbian** | | | |  | | |  | | | | **c** | **Heterosexual (Straight)** | |  | |
|  |  |  | | |  | |  | | |  | |  | | | |  | | |  | | | |  |  | | | |
| **6.** | | I am a member or follower of the following religious group: | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  | | |  | |  | | |  | |  | | | |  | | |  | | | |  |  | |  | |
|  | **a** | **None / No religion** | | |  | |  | | | **d** | | **Hindu** | | | |  | | |  | | | | **g** | **Sikh** | |  | |
|  |  |  | | |  | |  | | |  | |  | | | |  | | |  | | | |  |  | |  | |
|  | **b** | **Buddhist** | | |  | |  | | | **e** | | **Jewish** | | | |  | | |  | | | | **h** | **Other** | |  | |
|  |  |  | | |  | |  | | |  | |  | | | |  | | |  | | | |  | *please specify:* | |  | |
|  | **c** | **Christian** | | |  | |  | | | **f** | | **Muslim** | | | |  | | |  | | | |  |  | |

­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. I hereby give my consent to the City of London Corporation processing the information**

**given above in accordance with the purposes stated above.**

Signed:       Date:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| **TO BE COMPLETED BY APPOINTING OFFICER ONLY** | | | | | |
| **Short Listed** |  | **Interviewed** |  | **Appointed** |  |