  
***Application form***

|  |  |
| --- | --- |
| Vacancy Title: |  |
| Please tell us how or where you heard about this vacancy: |  |

1. **Personal Details**

|  |  |
| --- | --- |
| First name: |  |
| Last name: |  |
| Address: |  |
|  |
| Postcode: |  |
| Telephone number: |  |
| Email address: |  |
| National Insurance number: |  |

1. **Statement**

We strongly advise you to read through all **five** parts of this section before you start writing your responses.

**Part 1:** **Artist Statement**

Please tell us about your artistic practice and give one or two examples of creative and collaborative projects you’ve worked on.

**Word limit: 250 words maximum.**

|  |
| --- |
|  |

**Part 2:** **Portfolio Submission**

Please submit a portfolio of your work to sit alongside the statement provided above. Your portfolio should be **no more than 3 sides of A4**, and can be submitted either as a PDF (up to 15MB) or as a 5-minute-long video file.

Your portfolio should feature examples of your artistic practice. You are welcome to include images and weblinks.

If you have any access requests relating to the portfolio submission, please contact [info@autograph-abp.co.uk](mailto:info@autograph-abp.co.uk)

**Part 3:** With reference to the information provided in the job pack introducing the project partners, please tell us: which project partner(s) you are interested in working with and why; how you would approach working with members of the communities they serve.

**Word limit: 250 words maximum.**

|  |
| --- |
|  |

**Part 4:** With careful reference to the **Person Specification**, please tell us why you are suitable for the role. Illustrate your answer by referring to examples from your previous or current work and from your life experience.

**Word limit: 250 words maximum.**

|  |
| --- |
|  |

**Part 5:** Please tell us what your motivation is for working on the Acts of Solidarity project and what impact you feel this role could have on your creative practice.

**Word limit: 250 words maximum.**

|  |
| --- |
|  |

1. **References**

**Reference 1**

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Organisation: |  |
| Address |  |
| Contact number: |  |
| Email: |  |
| How is this person known to you: |  |

Do you wish to be consulted before this referee is approached:

Yes

No

**Reference 2**

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Organisation: |  |
| Address |  |
| Contact number: |  |
| Email: |  |
| How is this person known to you: |  |

Do you wish to be consulted before this referee is approached:

Yes

No

We reserve the right to contact any of your other previous employers within the last three years.

1. **Declaration**

Are you free to remain and take up employment in the UK?

Yes

No

You will be required to provide appropriate documentary evidence of this if offered the role. For examples of acceptable documents please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk/)

**Rehabilitation of Offenders Act 1974**

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 which means that spent convictions must be disclosed and will be taken into account in deciding whether to make an appointment.

Disclosing a conviction does not mean your application will be disqualified. Any information will be completely confidential and will be considered only in relation to this application.  
  
Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

Yes

No

If yes, please give details below:

|  |
| --- |
|  |

**Statement to be Signed by the Applicant**

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered:

***I agree that Autograph can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the General Data Protection Regulation (GDPR).***

***I confirm that all the information given by me on 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 the company being satisfied with the results of relevant checks including references, eligibility to work in the UK, criminal convictions and, if necessary for the role, a Disclosure & Barring Service check at the appropriate level.***

|  |  |
| --- | --- |
| Signed: |  |
| Date: |  |

When you return this form by email, you may be asked to sign your application at interview.

Please note here any other employment you would continue with, if you were successful in obtaining this role:

|  |
| --- |
|  |

If offered employment, when could you start the role?

|  |
| --- |
|  |

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 with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis to process the information provided by you in this form. Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently 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 notice for job applicants which is located at **autograph.org.uk/autograph-job-applicant-privacy-notice**