## Logo, icon Description automatically generated

## Bow Arts: Employment Application Form

Please complete and submit our [Equal Opportunities Monitoring Form](https://bowartstrust.docuware.cloud/DocuWare/Forms/equal-opportunities-monitoring-form?orgID=cf7ce18d-ea98-4f34-9a8e-588e0842a83a).

## Before filling in the application form please make sure that you have read the Job Description and Person Specification.

## Please complete this application form, attach any documents in support of your application, if specified in the job description and email to [recruitment@bowarts.com](mailto:recruitment@bowarts.com)

## If you require this application form in a different format, or have any access requirements, please call 020 8980 7774 or email [smcneill@bowarts.com](mailto:smcneill@bowarts.com)

## ****Data Protection****

## The information that you provide will be used solely by Bow Arts and will be used in accordance with Data Protection Legislation (the Data Protection Act and General Data Protection Regulation (GDPR)) to create an electronic and paper record of your application and to process your application. If your application is successful then your data will be used to create your employee file and for all other employment related purposes. If your application is not successful then we will retain details of your application for a period of twelve months after which it will be deleted or disposed of in a secure manner. By completing and submitting this application form, you agree to Bow Arts processing your personal data for these purposes.

## Bow Arts is committed to promoting equality of opportunity, tackling discrimination, and welcoming and valuing the inclusivity of the communities we serve. We anonymise applicants at our initial shortlisting stage, removing any non-essential information before we start selection to address possibility of unconscious bias.

***Section A: Applicant Details***

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | |
| Surname: |  | | First Name | |  | | | Title: |  | |
| Address: |  | | | | | | | | | |
| City |  | | | | | | Postcode | | |  |
| Phone number: | (     ) | | | E-mail Address: | |  | | | | |
| Date Available / Notice Period: |  | | | | | | | | | |
| Position Applied for: | |  | | | | | | | | |
| How did you hear about this vacancy | |  | | | | | | | | |
| Are you a Bow Arts studio holder or flat holder? If yes, what site? | |  | | | | | | | | |
| Do you consider yourself to be from a community underrepresented in the arts? (Black, Asian or Ethnically Diverse, low socio-economic background, living with a disability, other or prefer not to say) | |  | | | | | | | | |

***Section B: Referees***Please give details of two people, who have known you in a professional capacity and can provide us with an employment reference. We will not contact them without notifying you prior.

|  |  |
| --- | --- |
| Referees | |
| Referee 1: | |
| Name: |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |
| In what capacity do you know this person? |  |
| **Referee 2:** | |
| Name: |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |
| In what capacity do you know this person? |  |

***Section C: Employment History***

Please list all previous employment-paid or unpaid, beginning with your most recent employment.

|  |  |  |
| --- | --- | --- |
| Employment History | | |
| Name of Organisation: | | |
| Job Title: | | |
| Key Responsibilities: | | |
| Dates of Employment: | From: | To: |
|  | | |
| Name of Organisation: | | |
| Job Title: | | |
| Key Responsibilities: | | |
| Dates of Employment: | From: | To: |
|  | | |
| Name of Organisation: | | |
| Job Title: | | |
| Key Responsibilities: | | |
| Dates of Employment: | From: | To: |
|  | | |
| Name of Organisation: | | |
| Job Title: | | |
| Key Responsibilities: | | |
| Dates of Employment: | From: | To: |
|  | | |
| Name of Organisation: | | |
| Job Title: | | |
| Key Responsibilities: | | |
| Dates of Employment: | From: | To: |

Please continue on a separate sheet if necessary

***Section D: Application***

Please tell us why you would be suitable for this position, how you meet the criteria stated in the person specification for this role and any further information that would support your application. We encourage you to use examples to demonstrate this. Please use the space below to write (no more than 2000 words) **or** you can attach an audio file application (up to 4 minutes).

As we are conducting a blind recruitment process, please do not to use any identifying information (e.g. your name or names of organisations) in this part of the application.

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