

**CONFIDENTIAL**

Please complete **in full** – incomplete applications and CVs will not be accepted.

Type or use black ink to aid copying. Upon completion, please save a PDF version of this application form and send to [patinarecruitment@gmail.com](mailto:patinarecruitment@gmail.com) by 4 November 2021.

| Position applied for: Arts Coordinator | | |
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| Your Title: | Surname: | First Name(s): |

| Address | | |
| --- | --- | --- |
| Phone: | Mobile | Email |

| PLEASE INDICATE WHY YOU ARE INTERESTED IN THIS PATINA ROLE |
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| INFORMATION IN SUPPORT OF YOUR APPLICATION  Please use this space to provide evidence to show how you meet the role requirements / job criteria as shown in the Person Specification and tell us why you are interested in this role. This can include professional activity (paid or voluntary), examples of achievements, evidence of updating knowledge and skills. This section MUST be completed in order for us to consider your application. Feel free to attach separate pages or expand the section. |
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| 1. This role requires a creative mind and an ability to engage and inspire through the arts. Please outline your previous experience of working in the arts and arts management. (Max. 250 words) 2. Please describe your experience of sourcing, purchasing, distribution, logistical and financial management of resources 3. The role involves a lot of coordination of people, schools and other groups. Please outline your experience in coordinating people and managing complex timetables and events. 4. An ability to communicate well is essential. Please detail your communications and/ or fundraising experience, including any social media and website development where applicable. |

| Employment/ experience including volunteer experience |
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| Current role/s |
| Employer name: |
| Employer address: |
| Current duties and responsibilities |
| Start Date |
| Leaving date and reason for leaving (if applicable) |
| Full time/ part time/ freelance |
| Reason for leaving (if applicable) |
| Please detail your previous employment history |

| REFERENCES  Please give the names, email and addresses of two persons as referees. One must be a recent employer. No approach will be made to your present or previous employers before an offer of employment is made. | |
| --- | --- |
| Reference 1 | Reference 2 |
| Name:  Position:  Address:  Contact No.  Email: | Name:  Position:  Address:  Contact No.  Email: |

| EDUCATION and TRAINING HISTORY: Evidence of qualifications obtained may be required. | | |
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| University, College, School name and location | Subjects studied | Qualification(s) gained, and dates obtained (if currently undertaking any studies, please indicate the date the result is likely to be known) |
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| INTERVIEW AVAILABILITY  We are planning to interview on 22 November. Please state your availability for interviews. |
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| PLEASE INDICATE HOW YOU FOUND OUT ABOUT THIS VACANCY  e.g. Online, print or word of mouth – please note the name of the publication or website.  (If our own website, indicate how you learned of it) |
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| Equality Act 2010 | |
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| Patina is committed to ensuring that people are not discriminated against either directly or indirectly. If you are selected for interview and you have a disability, we will contact you to find out if there are any particular arrangements you may require for the interview or future employment. |  |
| Are there any adjustments which you consider need to be made for the purpose of:   1. The interview? 2. The job, if appointed? | |
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**Supplementary information**

| The Rehabilitation of Offenders Act 1974 | |
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| Do you have an unspent criminal record under the Rehabilitation of Offenders Act 1974? (Please circle) | Yes / No |
| If “Yes”, what was:   1. The nature of the offence? 2. The date of the offence? | |

| The Immigration and Asylum Act 1996 | |
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| Do you require a work permit to be employed in the UK? | Yes / No |
| If Yes, do you currently hold a UK work permit? | Yes / No |
| If Yes, please state restrictions and the expiry date of any permissions: | |
| Please note: candidates who are invited for interview may be asked for their Right to Work documentation (e.g. passport showing EEA citizenship or entitlement to work in the UK) | |
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| Safeguarding Vulnerable Groups Act 2006 | |
| Have you ever been subject to any allegations in relation to the safety and welfare of children, young people or vulnerable adults, either substantiated or unsubstantiated? If yes, you must submit written details (in a sealed envelope if paper copy) marked confidential attached to your application form. | Yes / No |
| I have attached details requested | Yes / No |

Please note the position holder will need to be DBS checked. It is a criminal offence for a person who is barred from working with children or young people to work or volunteer in a school.

| Data Protection |
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| Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.  The organisation treats personal data collected during the recruitment process accordance with the principles of the Data Protection Act 2018.  Declaration  I consent to the information I provide being kept on file and processed for recruitment purposes in accordance with the principles of the Data Protection Act 2018. I declare that the information given in this document is correct to the best of my knowledge and belief. I understand that any wilful misstatements render me liable to disqualification or to dismissal, if engaged.  Signature: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Date: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . |
| *If sent by email we will accept your email account name as a substitute signature; you will be asked to sign a hard copy in the event that you are appointed.* |