**Creative Kernow**

**Application Form for the post of Carn to Cove Project Co-ordinator (part time)**

**We are advertising two separate jobs (admin & marketing, funding & advocacy), but we are open to both roles being delivered by one person. Please specify which job or jobs you are applying for. If you are applying for both you need only complete the form once.**

**For an informal discussion about the roles, please feel free to call Claire Marshall at the office on 01209 312500.**

Please note that your application will be assessed according to your fit against the criteria in the person specification; it is in your interest to show how your experience, skills and personal qualities match those criteria.

Remember that you can include not only experience gained in paid employment or self-employment, but also relevant experience and skills gained in, for example, voluntary work, domestic/family duties etc.

**Please submit this form by email to** **claire@carntocove.org.uk** **by 12 noon on Monday 9th April 2018**

**Interviews for both posts will be held at Krowji, Redruth on Thursday 26th April.**

**1. PERSONAL DETAILS**

Name:

Address:

Do you require a work permit for employment in the UK? (Y/N)

Phone: (Daytime)

Phone: (Evening)

May we contact you at your daytime phone number? (Y/N)

E-mail:

Are you available for interview on 26th April? (Y/N)

If successful, how soon would you be able to start?

How did you find out about this post?

**2. EDUCATION & TRAINING**

Please give us details of all your education post 16, Higher Education, other qualifications gained, and professional training undertaken (include any in-service training):

Post 16 Education

|  |  |  |  |
| --- | --- | --- | --- |
| School and /or FE College | Subjects | QualificationAnd Grade | Date Gained |
|  |  |  |  |

Higher Education

|  |  |  |  |
| --- | --- | --- | --- |
| University etc | Subjects | QualificationAnd Grade | Date Gained |
|  |  |  |  |

Other Qualifications

|  |  |  |
| --- | --- | --- |
| Title | Grade | Date Gained |
|  |  |  |

Professional Courses Attended

|  |  |  |
| --- | --- | --- |
| Title | Training Organisation | Date  |
|  |  |  |

**3. CURRENT EMPLOYER**

Name and address:

Position held:

F/T or P/T:

Date employment commenced:

Present salary:

Number of days absent in the past year due to illness or health problems:

Brief outline of duties/responsibilities:

**4. PREVIOUS EMPLOYMENT EXPERIENCE**

Please give details of your employment experience and history for the last 10 years, current or most recent first. Please detail your complete work history and all time taken for career breaks, sabbaticals, studies, parenting etc.

Please do not just send us your CV

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start Date | Finish Date | Employer & Position | Brief Description of Post | Reason for Leaving |
|  |  |  |  |  |

Other experience that may be relevant (eg voluntary sector work):

**5. YOUR SKILLS AND EXPERIENCE**

The skills and experience required for this post are outlined in the attached job description and person specification. Please tell us why you think you are suitable for this role, including here details of any relevant activity, paid or unpaid, that could demonstrate that you possess the essential skills, knowledge and experience outlined in the person specification. Maximum 2 pages please.

**6. References**

Please supply details of two referees. One should be from your current or most recent employer, if relevant. The other should be an independent professional rather than a personal contact.

Please state here if you do not wish us to take up references with your employer before the interview:

**……………………………………………………………………………………**

**Referee name Job title & contact details Relationship to applicant**

1.

2.

**Declaration**

I declare that the information given on this application is complete and correct to the best of my knowledge. I have also read the information pack and can confirm that I am eligible to be considered for appointment to this organisation. I fully understand that the withholding of relevant information or any false or misleading statement could result in the withdrawal of an offer of employment or dismissal. I also confirm that I will immediately inform Creative Kernow of any changes of circumstances that affect the answers I have given.

**Signature Date**

**Please leave the signature space blank. If you are selected for interview you will be asked to sign the declaration before the interview takes place.**

**Creative Kernow** aims to be an Equal Opportunities employer and in particular aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of age, race, colour, ethnic or national origins, gender, marital status, sexual orientation, disability or impairment, income, education, religious beliefs or cultural heritage.

You are not under any obligation to complete this questionnaire, but it will help us with the task of monitoring how accessible our advertising and recruitment is.

This page will be separated from your application form on receipt and not linked in any way to it. The information it contains will be used for statistical purposes only. You may choose to answer only some of the questions.

**Post applied for:**

Please tick the appropriate box in answer to the questions below

**Gender** [ ]  Female [ ]  Male [ ]  Other [ ]  Prefer not to say

**Age**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  16-19[ ]  20-24  | [ ]  25-29 [ ]  30-34  | [ ]  35-39 [ ]  40-44  | [ ]  45-49 [ ]  50-54 | [ ]  55-64 [ ]  65-69 |

 **How would you describe your race or cultural heritage?**

[ ]  White (English, Welsh, Scottish, Northern Irish, British, Irish, Gypsy or Irish Traveller, any other white background)

[ ]  Asian/Asian British (Indian, Pakistani, Bangladeshi, Chinese, any other Asian background)

[ ]  Black/African/Caribbean/Black British (African, Carribbean, any other Black/African/Caribbean background)

[ ]  Mixed/Multiple ethnic groups (White and Black Caribbean, White and Black African, White and Asian, any other Mixed/Multiple ethnic background)

[ ]  Other ethnic group (Arab, any other ethnic group)

[ ]  Prefer not to say

If ‘other’, please specify

**Do you consider yourself to have a disability?** The Equality Act 2010 defines disability as 'a physical or mental impairment, which has a substantial long term effect on a person’s ability to carry out normal day to day activities'.

[ ]  Yes [ ]  No [ ]  Prefer not to say **If ‘yes’, are you registered disabled?** [ ]  Yes [ ]  No

**Please specify how you found out about the position for which you are applying:**