

**Application for Employment**

Please complete this form in black ink or type your information in (using the electronic version). **Please note that during the recruitment and selection process your application will be assessed against the selection criteria for this position and you are therefore advised to address these in your application.**

**Alternative formats**

If you or someone you know requires application forms in alternative formats such as large print or e-mailed to you as a Word document, please contact us and we will make suitable arrangements.

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| **POSITION APPLIED FOR** |  | |
| **NOTICE PERIOD OR DATE FREE TO START** |  | |
| **Please confirm that you are permitted to work in the UK and hold a relevant work permit where necessary** *(delete as applicable):* | | **YES / NO** |
| **CURRENT / FINAL SALARY** |  | |

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| **YOUR DETAILS**  Please indicate which phone number we may contact you on to discuss this role | | | |
| **SURNAME** |  | **TITLE** |  |
| **FIRST NAMES** |  | | |
| **CONTACT ADDRESS** |  | | |
| **POSTCODE** |  | | |
| **TELEPHONE NUMBER**  **(DAYTIME)** |  | | |
| **TELEPHONE NUMBER**  **(EVENING)** |  | | |
| **E-MAIL ADDRESS** |  | | |

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| **EDUCATION** | | | |
| **DATES**  **(month and year)** | | **NAME OF SCHOOL, COLLEGE OR UNIVERSITY** | **QUALIFICATIONS OBTAINED**  **(give subjects and grades)** |
| **FROM** | **TO** |
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| **OTHER RELEVANT TRAINING AND PROFESSIONAL MEMBERSHIPS** |  |
| **FOREIGN LANGUAGES**  **(Please give details, indicating written/spoken fluency)** |  |

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| **EMPLOYMENT HISTORY** | | | |
| **DATES**  **(month and year)** | | **NAME AND CONTACT DETAILS OF EMPLOYER** | **POSITION HELD, REASON FOR LEAVING AND BRIEF DESCRIPTION OF DUTIES** |
| **FROM** | **TO** |
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| **REFERENCES** | |
| **Please give the name and address of two referees. One must be your existing or most recent employer who is able to give a reference in support of your application concerning your professional ability and performance at work. Please also state the capacity in which each referee is known to you.** | |
| **1.)**  **Name:**  **Position**:  **Address:**    **Telephone:**  **E-mail:**  **When may we take up this reference?**  *(please delete as applicable)*  **Interview stage YES / NO**  **Post job offer YES / NO** | **2.)**  **Name:**  **Position**:  **Address:**    **Telephone:**  **E-mail:**  **When may we take up this reference?**  *(please delete as applicable)*  **Interview stage YES / NO**  **Post job offer YES / NO** |

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| **OTHER RELEVANT EXPERIENCE** |
| **Please summarise here any other experience (for example voluntary work) which may be of a relevance to this application.** |
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| **PERSONAL STATEMENT** |
| **Please include in your personal statement your skills, experience and training that are relevant to this role*.* You are strongly advised to clearly address aspects of the Profile section (listed in the Job Description) that we will test through this application form in drawing up our shortlist for interview. Please continue on a separate sheet if necessary (maximum 2 sides of A4).** |
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| **ADDITIONAL INFORMATION relevant to this application** |
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| **DECLARATION** |
| **I confirm that the details I have supplied are true and accurate to the best of my knowledge and belief and would form the basis of any offer of employment.**  **I confirm that I have completed the Equality & Diversity monitoring form available online via the following link**: <https://forms.office.com/r/BJtU7MUFPc>       **Signature: ………………………………….. … Date: ……………………** |
| With your consent, we will keep all application forms for a period of 12 months from the closing date of this opportunity and may use the information therein to contact you should any similar opportunities arise.  **I consent for London Sinfonietta to retain my application form and understand I may withdraw my consent for this at any time by contacting London Sinfonietta on the address below**    **Signature: ………………………………….. … Date: ……………………**  London Sinfonietta is committed to processing your data securely and transparently. Please visit<http://www.londonsinfonietta.org.uk/about/work-for-us> to download our Applicant Privacy Notice which sets out, in line with the Data Protection Act and the GDPR, the types of data that we collect and hold on you and how the data is processed. |

**Equality & Diversity Monitoring form**

The London Sinfonietta is committed to a policy of equality of opportunity in its employment practices. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. We ask all applicants to complete the short Equality & Diversity Monitoring Form available online via the following link: <https://forms.office.com/r/BJtU7MUFPc>

Responses submitted via this form are anonymous. The form will not be available to the selection panel to be used as part of the selection process.

**Disabled applicants**

All disabled applicants who meet the essential criteria for this role will be interviewed. As we will not use monitoring forms as part of the selection process, **applicants must declare within their covering letter or application form that they are disabled and if they wish to be put forward for interview on this basis**. Whether you are applying under the scheme or not, if you are disabled please let us know if you need any adjustments during the recruitment process.

Please give details via the ‘additional information’ box, or please contact us separately on [recruitment@londonsinfonietta.org.uk](mailto:recruitment@londonsinfonietta.org.uk)

**Submitting your application**

When completed, this form should be sent by the closing date stated to the following address. Please include the title of the role you are applying for in your subject line.

**E-mail:** [**recruitment@londonsinfonietta.org.uk**](mailto:recruitment@londonsinfonietta.org.uk)

**London Sinfonietta**

**Kings Place**

**90 York Way**

**London N1 9AG**

**Notification**

Whilst it is always the London Sinfonietta’s intention to notify all applicants individually as to the outcome of their application as soon as possible after the closing date, it is not always possible to do so. Unless otherwise stated, if you do not receive an invitation to interview within 4 weeks of the closing date you may assume that your application has not been successful.

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