

**FESTIVAL COORDINATOR (LEICESTER) | Application Form**

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| Please Note: |
| 1. You are strongly advised to read all enclosures before completing this application form. 2. This form should be completed in full and submitted electronically. We will accept submissions received in hard copy provided they arrive before the closing time specified. 3. Pages may be expanded or additional sheets attached where necessary, other than where a maximum amount is stated. 4. Applications received after the closing date will not normally be considered. 5. Curriculum vitae / links to online portfolios will be accepted in addition to this application. 6. Equal Opportunities Form should be completed 7. The closing date for this post is **12pm (noon), Tuesday 31 March 2020** 8. An offer of employment with ArtReach will be subject to a satisfactory disclosure report from the Disclosure and Barring Service |

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| Personal Details | | |
| **Title** e.g. Mr/Mrs/Ms: | **Address:** | |
| **First Name (s):** |
| **Surname** | **Post Code:** |  |
| Telephone contact/Mobile – please indicate your preferred first contact number: | | |
| Email: | Other: | |
| Post applied for: |  | |

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| Please describe the skills, knowledge and experience you would bring to the post. Please make particular reference to the job requirements described in the job description and person specification (Maximum 2 pages). |

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| Education, Training and Qualifications. Please give relevant details (in summary as appropriate), including those gained overseas: | | | | | | | |
| Higher Education and any relevant professional training | Dates | | | Qualifications gained -  Subject and level | | Grade | Date |
| From | | To |  |
|  |  | |  |  | |  |  |
| Membership of Professional Organisations |  | |  |  | | | |
| Current Employer or Last Employer | | | | | | | |
| Job Title: | | | | | | | |
| Responsible to: | | | | | Date Appointed: | | |
| Employer’s Name: | | | | | Present Salary: | | |
| Employers Address: | | | | | Present Grade: | | |
|  | | | | | Other Benefits: | | |
|  | | Post Code: | | | Notice Required or Date Left: | | |
| Brief Description of Duties: | | | | | | | |

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| Other Employment | | | | | | |
| Employer | Job Title | | Grade/Salary Per annum | | Dates | |
| From | To |
|  |  | |  | |  |  |
| **General Information:**  Are you related to a Board member of ArtReach or any of its employees? | | | | | | |
| Yes ◻ | | No ◻ | | If ‘Yes’ please give details | | |
| Have you been convicted of a criminal offence (other than motoring offences and spent convictions) | | | | | | |
| Yes\* ◻ | | No ◻ | | \*If ‘Yes’, please provide information in a separate document | | |

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| **Referees**: Please give details of a minimum of two people who are prepared to act as referees for you. One of these should be your present employer (or most recent) employer. References will only be taken up for applicants selected for interview. Please advise below if you don’t wish referees to be contacted prior to interview. | | | |
| Name: | | Name: | |
| Position Held by Referee: | | Position Held by Referee: | |
| Organisation: | | Organisation: | |
| Address: | | Address: | |
|  | Post Code: |  | Post Code: |
| Telephone: | | Telephone: | |
| May we contact prior to interview?  Yes ◻ No◻ | | May we contact prior to interview?  Yes ◻ No ◻ | |

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| --- | --- | --- | --- |
| Name: | | Name: | |
| Position Held by Referee: | | Position Held by Referee: | |
| Organisation: | | Organisation: | |
| Address: | | Address: | |
|  | Post Code: |  | Post Code: |
| Telephone: | | Telephone: | |
| May we contact prior to interview?  Yes ◻ No◻ | | May we contact prior to interview?  Yes ◻ No ◻ | |

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| **I confirm the details in this form are correct:** Name:  Date: |

**Please return your completed application to** [**admin@artreach.biz**](mailto:admin@artreach.biz)**, along with a cover letter and curriculum vitae/online portfolio, if you wish.**

**If you need to return by post the address to use is: ArtReach, LCB Depot, 31 Rutland Street, Leicester, LE1 1RE.**

Returned applications should reach us by no later than the closing date shown on the front of this form. Late applications will not normally be considered.

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| **Data Protection Statement:** The information that you provide on this form will be held confidentially by ArtReach and will not be provided to any third party without your previous formal consent. |