

**Horsecross Guidance for completing the application form**

***This application form is the main way we decide whether to invite you to an interview, it is important that you complete this well to give the best overall impression of yourself. Please pay particular attention to section 9 on the last page of the application form and put in as much as you can about your experience.***

Read all the form and these notes first, to be sure you understand what information is requested and how to complete the form. Also, read all the information you have about the job in the job description and person specification, noting the requirements of the role.

Complete all sections of the form either electronically or in black ink. If you need to continue a separate sheet of paper for any of the section, please clearly mark which section your continuation sheet refers to by stating the page number. Please clearly mark each additional sheet with your surname and initial.

**Job Title**

please enter the title of the job you are applying for – if you are applying for two posts you will need to complete a separate application for each post.

1. **Personal Details**

This information will be removed prior to the short-listing process taking place. Please complete as fully as possible as we will require this to contact you.

**Entitlement to work in UK**

Under the Asylum and Immigration Act (1996) as amended 2004, Horsecross Arts Ltd must check that all potential employees have the right to work in the UK. You will be asked to provide documentation to prove this if selected for interview

1. **Other Information**

**Advertising**

Please can you tell us where you first saw our advert

**Notice**

Please let us know what period of notice you expect to give your current employer if relevant

**Driving Licences**

If the job you are applying for does not require driving, please ignore or say N/A

1. **Disability**

***Having a permanent disability will not discount you from interview. The recruitment panel will not receive this information until after short listing has been completed.***

Horsecross Arts Ltd encourages applications from suitable candidates with disabilities. You are guaranteed an interview if you are registered disabled providing you fulfil the essential criteria in the job specification.

We need to be aware of any disability to allow us to make any arrangements which may be required to support your application.

1. **Rehabilitation of Offenders Act 1974**

The provisions of the above Act provide protection to persons with a criminal record from being discriminated against when applying for jobs and from dismissal for reason of a conviction that has been “spent”. We require all applicants to declare any criminal (not civil) convictions that have not expired. This will not be disclosed to the panel prior to interview. Holding a conviction does not necessarily exclude you from getting the post however should you be successful we would need to consider the relevance to the role and discuss with you further.

1. **References**

Employment at Horsecross Arts Ltd is subject to the receipt of two satisfactory references. You will be unable to commence employment until we have two written references for you. If you have been in paid employment one of your references must be from your current or most recent employer.

1. **Declaration**

Please sign this if posting, however if emailing a printed name will count as your consent.

1. **Employment**

**Current**

You should include details of your current or most recent employment, or relevant information about what you are currently doing if you are not in paid employment.

**Previous**

This section should be used to tell us about relevant previous experience whether from employment or voluntary work.

**8. Educational, Technical and Professional Qualifications**

Please tell us about the education and qualifications relevant to the advertised post.

It is not necessary to tell us about every SCE/H & SQA qualification you have received. Please highlight the most relevant for the post. (Scottish examples of qualifications have been used but qualifications gained in any country are equally acceptable).

**9. Relevant Skills, Experience & Abilities**

This section gives us specific information in support of your application. You must be able to demonstrate on this application form and at interview if called, that you can satisfy each aspect of the person specification. Please DO NOT attach a Curriculum Vitae in place of this section as it will not be considered when short-listing applicants for interview.

When we read your application, we are looking for evidence that you have the skills and experience listed in the person specification. We read your application carefully but it makes it much easier for us if you set out this evidence as clearly as you can.

It will be insufficient merely to duplicate what the person specification states. You are required to demonstrate positively your ability, commitment etc., by some reference to your academic, professional, voluntary or personal life.

Give evidence rather than assertions. A statement “I am a great communicator” is not evidence. The following statement is better: “when I was working at [job] I had to explain [subject] clearly and simply to clients. Client feedback showed that they understood what I told them and valued my style”.

We require all our staff to have a commitment to the values of Horsecross Arts Equality & Diversity Policy. Again, you will be required to demonstrate more than a paper commitment to our beliefs by reference to what you have already achieved in these areas and what you would hope to achieve if offered the post.

Check the closing date and the return address in the Application Pack and send your application in plenty of time to reach the right person by the closing date.

We would prefer you to e-mail your application but you may of course post it or hand it in. Please note you may be required to sign an email version in person should you be selected for interview.

If you wish to submit this application in any other formats, please let us know.

**Equal opportunities Monitoring**

This form is separated from your application form on receipt and used only for statistical purposes. It is not a requirement to complete but would be very much appreciated to ensure we are providing opportunities for all applicants.