

KING'S LYNN
festival
Application Form

This form must be completed in full and returned by 12 noon Friday 23rd August 2019.
Please complete clearly in type, or in dark ink and use additional sheets if necessary.

Position:

Section 1 - Personal Details

Full Name	
Address and Postcode	
Contact number	
Email address	
Date of Birth	

Section 2 – Why are you applying for this job?

Section 3 – Supporting Statement

Using the job description and person specification, please outline clearly and concisely how your skills, knowledge, training and experience meet the criteria for this post (there are later sections for information about training and education). Continue on a separate sheet if necessary.

Section 4 – Present or most recent employment (paid or unpaid/voluntary)

Name & Address of Company			
Position held			
Date started		Date left and why (if applicable) or notice period required.	
Outline of main duties and responsibilities			

Section 5 – Previous employment/experience of work (list most recent first)

Continue on a separate sheet if required.

Dates from / to	Name & address of organisation	Position held / main duties	Reason for leaving

Section 6 – Education, Training & Professional Qualifications

Include details and dates of exams passed, courses or training attended and qualifications gained (list most recent first). Continue on a separate sheet if required.		
School / college / University / etc	Dates From To	Qualification/s gained or Training attended

Section 7 – Tell us about your leisure activities, hobbies or other skills you may have?

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Section 8 – Travel

Travel Due to the nature of this post you will need to travel occasionally across Norfolk.	
Do you have a current full driving licence?	
Do you have your own transport?	

Section 9 – Declarations

Disability Discrimination Act 1995			
Do you have any health issue or disability that might require the King's Lynn Festival to make reasonable adjustments in order for you to undertake this job? <u>Please tick the relevant box.</u>			
Yes		No	
If yes, please give details of: <ul style="list-style-type: none">• any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job• any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job			
In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of work has been made. <u>Please tick the relevant box</u> to indicate whether you require a work permit in order to work in the UK:			
Yes		No	
Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? <u>Please tick the relevant box</u>			
Yes		No	
If yes please give further information below or on a separate sheet			

Section 10 – Referees

Please provide contact details for two referees. Both of them should be familiar with your work - ideally at least one should have had line managerial responsibility for you. e.g. your present or most recent employer. We will contact them prior to any appointment being offered.

Referee 1	
Name & Job Title	
Company Name	
Relationship to referee	
Contact Address	
Email	
Daytime Telephone:	
Referee 2	
Name & Job Title	
Company Name	
Relationship to referee	
Contact Address	
Email	
Daytime Telephone	

Section 11 - Please read this carefully before signing this application.

I declare that the information given in this application is to the best of my knowledge complete and correct. I understand that giving false information or omitting to give information could disqualify my application, or, if appointed, could lead to my dismissal.

Information from this application may be processed for the purposes registered by the Employer under the Data Protection Act 1998. I hereby give my consent to KLF processing and retaining the data supplied in this application form for an appropriate period of time for the purposes of recruitment, selection and employment.

Please sign and date the box below.

Signed	Date
Please print your name	

Please return this Application Form with a covering letter to **Emma Holman, King's Lynn Festival, Fermoy Gallery, 7-9 St George's Courtyard, off King Street, King's Lynn PE30 1EU**
Applications may also be made electronically to info@kingslynnfestival.org.uk

The deadline for receipt of applications is 12 noon Friday 23rd August 2019.