

## Strictly Confidential

ID no. (For office use only)

Application for the post of:

Where did you see this post advertised?

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### **Contact Details**

Surname (family name):

First name (given name):

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Address:

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Contact telephone number:

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Hours during which we can contact you:

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Email Address:

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Please keep the rest of this page blank



Previous Employers starting with your most recent  
(continue on separate sheet found at the end of this form if necessary)

- Most Recent Employer Name and Address

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Your main responsibilities

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Start date, finish date and reason for leaving

- 
- Previous Employer Name and Address

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Your main responsibilities

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Start date, finish date and reason for leaving

- 
- Previous Employer Name and Address

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Your main responsibilities

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Start date, finish date and reason for leaving

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- Previous Employer Name and Address

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Your main responsibilities

---

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Start date, finish date and reason for leaving

- 
- Previous Employer Name and Address

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Your main responsibilities

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Start date, finish date and reason for leaving

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Education starting with your most recent

(continue on separate sheet found at the end of this form if necessary)

- Most Recent Education Provider Name, Start Date and Finish Date

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Courses studied

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Qualification achieved (include level of award)

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- Previous school name, start date and finish date

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Courses studied

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Qualification achieved (include level of award)

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- Previous school name, start date and finish date

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Courses studied

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Qualification achieved (include level of award)

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- Previous school name, start date and finish date

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Courses studied

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Qualification achieved (include level of award)

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Training

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Leisure Interests

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## **Referees**

Current/Last Employer: Referees Name

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Job Title

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Name of Organisation

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Address

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Email

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Phone Number

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May we contact this person prior to interview?

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Personal: Referees Name

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Job Title

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Name of Organisation

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Address

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Email

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Phone Number

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May we contact this person prior to interview?

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## **Additional details**

Are you free to take up employment in the UK?

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We aim to be an equal opportunities employer. The following questions are to help us do this. We guarantee to interview all disabled applicants who meet the essential criteria as stated in the Person Specification.

Do you have a disability? (This question is optional)

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Are there any adjustments that we need to make that would make it easier for you to attend an interview? (This question is optional)

If Yes please give details or tell us if you would like us to contact you and how best to do so:

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Do you have any family or close relationship to existing employees or trustee directors of Suffolk Artlink? If Yes please give details:

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What is / are your preferred pronoun(s)? E.g. he, she, they, zhe (This question is optional)

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Suffolk Artlink is committed to safeguarding and as such this post is subject to an Enhanced DBS check.

Do you have any unspent criminal convictions? (see note below)

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If Yes, please give details using a separate sheet in a sealed envelope marked 'Private and Confidential'. To safeguard your privacy please only provide a disclosure about criminal records by post.

The Rehabilitation of Offenders Act (ROA) 1974 sets a scale of rehabilitation periods for people who have been convicted of criminal offences. After completing such a period without further conviction, the individual can regard any conviction as 'spent' (as if it had not occurred) when applying for jobs other than those that are 'exempted'.

Having a criminal record will not necessarily bar an applicant from working with us. We use the Disclosure and Barring Service's (DBS) enhanced disclosure to assess the suitability of applicants who are offered employment. We comply fully with the DBS Code of Practice.



## Declaration

The information provided on this application form will remain private and confidential and will be used for the sole purpose of selection/recruitment. Applications will be retained in hard copy only for up to six months after which time the applications are shredded. Where the application is successful we may, from time to time, wish to process this information (as updated periodically) for personnel administration and business management purposes.

We request that you complete our equalities monitoring form online to ensure that any information you provide cannot be matched to your application.

Please also note that we may approach third parties to verify the information that you have given. By submitting this form by post or email you will be providing us with your consent to all these uses and that you are stating that:

By submitting this application you are asserting that the statements made in the application and any additional sheets are true. Any offer of employment is conditional on the information supplied in the application being correct. If you have withheld any relevant information or any information is false, you will be liable for disciplinary action, including dismissal.

## Further information

Completed application forms should be returned by post to:

Alistair Winch  
Suffolk Artlink  
Units 13 & 14 Malt Store Annex  
The Cut, 8 New Cut, Halesworth  
Suffolk, IP19 8BY

Please mark your envelope 'Private and Confidential'  
and complete the [Equality and Diversity Monitoring questionnaire via  
https://forms.gle/EBb3XrJ5tGaR9PMN7](https://forms.gle/EBb3XrJ5tGaR9PMN7)

Alternatively, you may email your application to [jobs@suffolkartlink.org.uk](mailto:jobs@suffolkartlink.org.uk).

If you require the application form or equality and diversity monitoring questionnaire in an alternative format please contact  
Alistair Winch on 01986 873 955 or [jobs@suffolkartlink.org.uk](mailto:jobs@suffolkartlink.org.uk)

Closing date for applications is 10am Wednesday 20th October  
Interview date: Tuesday 26th October (virtual)

## Employers Continuation Sheet

- Most Recent Employer Name and Address

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Your main responsibilities

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Start date, finish date and reason for leaving

- Previous Employer Name and Address

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Your main responsibilities

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Start date, finish date and reason for leaving

- Previous Employer Name and Address

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Your main responsibilities

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Start date, finish date and reason for leaving

- Previous Employer Name and Address

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Your main responsibilities

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Start date, finish date and reason for leaving

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Education continuation sheet

- Most Recent Education Provider Name, Start Date and Finish Date

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Courses studied

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Qualification achieved (include level of award)

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- Previous school name, start date and finish date

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Courses studied

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Qualification achieved (include level of award)

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