

The logo for Suffolk Artlink, featuring the text "suffolkartlink" in white lowercase letters on a red rectangular background that is slightly tilted.

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

enquiries@suffolkartlink.org.uk
www.suffolkartlink.org.uk
01986 873 955

 Suffolk.Artlink

Strictly Confidential

ID no. (For office use only)

Application for the post of:

Where did you see this post advertised?

Contact Details

Surname (family name):

First name (given name):

Address:

Contact telephone number:

Hours during which we can contact you:

Email Address:

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Please keep the rest of this page blank

ID No. (for office use only):

Employment History

Current/Last Employer Name

Current/Last Employer Address

Position Held

Start Date:

Finish Date:

Your Main Responsibilities:

Reason for leaving:

Notice Required:

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

Your main responsibilities

Start date, finish date and reason for leaving

- Previous Employer Name and Address

Your main responsibilities

Start date, finish date and reason for leaving

- Previous Employer Name and Address

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Start date, finish date and reason for leaving

- Previous Employer Name and Address

Your main responsibilities

Start date, finish date and reason for leaving

- Previous Employer Name and Address

Your main responsibilities

Start date, finish date and reason for leaving

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

Courses studied

Qualification achieved (include level of award)

- Previous school name, start date and finish date

Courses studied

Qualification achieved (include level of award)

- Previous school name, start date and finish date

Courses studied

Qualification achieved (include level of award)

- Previous school name, start date and finish date

Courses studied

Qualification achieved (include level of award)

Training

Leisure Interests

Person Specification

On this page please tell us about things you have done which show that you have the essential skills and abilities we are looking for. Continue on a separate sheet if necessary.

Examples can be given either from employment or home/leisure situations

Please put the skill or ability from the person specification followed by a brief example of occasions when you have displayed these skills or abilities.

Referees

Current/Last Employer: Referees Name

Job Title

Name of Organisation

Address

Email

Phone Number

May we contact this person prior to interview?

Personal: Referees Name

Job Title

Name of Organisation

Address

Email

Phone Number

May we contact this person prior to interview?

Additional details

Are you free to take up employment in the UK?

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 identify themselves to us and meet the essential criteria as stated in the Person Specification.

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

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:

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

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

Suffolk Artlink is committed to safeguarding. This post is subject to an Enhanced DBS check. Do you have any unspent criminal convictions? (see note below)

If Yes, we will ask you to disclose your convictions if you are selected for an interview.

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.

If you would like to speak to someone about criminal records disclosures please call Alistair Winch 01986 873955 ext 1.

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:

Applications may be emailed to: jobs@suffolkartlink.org.uk

or posted to: Suffolk Artlink, Units 13 & 14, Malt Store Annex, The Cut,
8 New Cut, Halesworth, IP19 8BY.

Please note that applications received late for any reason cannot be considered.

Please complete the Equality and Diversity Monitoring questionnaire via
<https://forms.gle/zPYxP75LpgP1faD17>

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

Closing date for applications is 10am Monday 5th October 2026

Interview date: Wednesday 14th October

Employers Continuation Sheet

- Most Recent Employer Name and Address

Your main responsibilities

Start date, finish date and reason for leaving

- Previous Employer Name and Address

Your main responsibilities

Start date, finish date and reason for leaving

- Previous Employer Name and Address

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Education continuation sheet

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

Courses studied

Qualification achieved (include level of award)

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