

PREVIOUS EMPLOYMENT

Continue on a separate sheet if necessary

Job title:

Main Responsibilities:

.....

Employer's name and address:

.....

Date started: Date left:

Reason for leaving:

.....

Job title:

Main Responsibilities:

.....

Employer's name and address:

.....

Date started: Date left:

Reason for leaving:

.....

Job title:

Main Responsibilities:

.....

Employer's name and address:

.....

Date started: Date left:

Reason for leaving:

.....

SUPPORTING STATEMENT

Please state in no more than 500 words why you want this particular post and highlight the skills and experience which are relevant to the person specification in the job description.

SPECIAL NEEDS

Do you have any special needs which might require us to make reasonable adjustments for you to undertake this job? Yes No

If yes, please give details of

- a) any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job.

.....
.....

- b) any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job

.....
.....

TRAVEL

Do you have a current, full driving licence? Yes No

Do you have your own transport? Yes No

REFEREES

Please give details of two referees to whom confidential enquiries may be made. One should be a present or previous employer, the other a previous employer or someone who has known you in a professional capacity.

Name: Job title:

Company:

Address:

.....

Telephone: Email:

Name: Job title:

Company:

Address:

.....

Telephone: Email:

May we contact your referees at this stage?

DECLARATION

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

Signed

Date

EQUAL OPPORTUNITIES MONITORING FORM

To assist with the implementation of our Equal Opportunities policy, please would you complete and return this form. It will be separated from your application and the information you give will be kept confidential from the selection panel. It will not be taken into account in any way. The purpose of any future processing of this data will be to monitor the effectiveness of our Equal Opportunities policy, in a manner that maintains anonymity.

Position applied for

1. How did you learn of the vacancy?

National Press
Word of mouth

Local Press
Arts Websites

The Poetry Trust website
Arts Networks e-mailing

Other (please specify)

2. What gender are you? Female Male

3. What is your ethnic group?

NB these categories are recommended by the Commission for Racial Equality.

Choose ONE from section A to E, then tick the appropriate box to indicate your background.

A WHITE: British
 Irish
 Any other white background (please write in)

B MIXED: White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background (please write in).....

C ASIAN, ASIAN BRITISH: Indian
 Pakistani
 Bangladeshi
 Any other Asian background (please write in).....

D BLACK, BLACK BRITISH: Caribbean
 African
 Any other Black background (please write in).....

E CHINESE or other ethnic group: Chinese
 Any other background (please write in).....

4. What age group are you in?

22-29 30-39 40-49 50-59 60+

5. Do you consider yourself to be a disabled person? Yes No

If so, do you have any access requirements and what are they?

Please write in

Thank you for completing this form.