

**Application Form**

**Complete this application using black ink, or type & send electronically.**

**Please note that C.V.s will not be considered.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Post Applied For: | **Administrator / Project Assistant** | | | | |
| Continuation Sheet Used: |  | Yes |  | No |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | | | | | |
| Surname: |  | | | | | | | |
| Forenames: |  | | | | | | | |
| Address: |  | | | | |  | | |
| Post Code: | | |
| Home Telephone |  | | | | | Mobile No | |  |
| Email Address: |  | | | | | | | |
| National Insurance no: |  |  | |  |  |  |  | |
| Nationality: |  | | | | | | | |
| Work Permit: | Do you require a work permit? | | | Yes |  | No |  | |
|  | Are you a UK or EU/EEA national? | |  | Yes |  | No |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EMPLOYMENT** | | | | | |
| **Present or Most Recent Employment** | | | | | |
| Job Title: |  | | | | |
| Name and address of employer: | | | | Start Date |  |
|  | | | |
| Length of Service: |  |
| Notice Period: |  |
|
|  | | Post Code: | | Current or most recent salary: | £ per annum |
| Reason for Leaving: (if applicable) | | |  | | |
| Please briefly summarise your main duties and responsibilities in the above job: | | | | | |
|  | | | | | |

|  |  |  |
| --- | --- | --- |
| **Previous Employment (start with the most recent)** | | |
| Employer's Name and Address | Job Title with  Start and Finish Dates  (month and year) | Main Duties and Responsibilities  (include final salary and reason for leaving) |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Voluntary Work (please describe any relevant voluntary work)** | | |
| Name and Address of Volunteer Organisation | Start and Finish Dates  (month and year) | Main Duties and Responsibilities |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION AND TRAINING** | | | |
| **Secondary Education** | | | | |
| Certificate Gained | Subjects / Modules | Grade / Band | Date | |
|  |  |  |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Further / Higher Education and Academic Attainments** | | | | |
| Qualification Gained or Working Towards | Main Subjects Studied | Awarding Body / Institution | Name of  College / University | Date Achieved |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Professional Membership** | | | |
| Class / Grade of Membership | Institution | How Awarded | Date Awarded |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other Relevant Training** | | | | |
| Course Name / Subject | Provider | Certificated  (Yes or No) | Duration | Date |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Technical Skills -** Please list any software packages you are familiar with, including word processing packages, databases, spreadsheets and internet software. Please also state your level of competency with each. | |
| Software Package | Competency Level |
|  |  |

|  |
| --- |
| **Are you a member or Director of any other organisation or company?** Please give details. |
|  |

|  |
| --- |
| **REASONS FOR APPLYING FOR POST** |
| **After reviewing the person specification, describe the essential experiences, special skills/aptitudes and personal qualities which you would bring to the role of Administrator & Project Assistant** |
|  |

If submitting by post, you may give further 'additional information' on an enclosed continuation sheet. If you do so, please mark the check box at the top of the front page of the application form and securely attach to this sheet.

|  |
| --- |
| **What is your understanding of the work of Film Access Scotland and its member organisations and the role that film access and education can play in society, especially with regard to the impact that it can have in disadvantaged and vulnerable communities?** |
|  |

|  |
| --- |
| **Please outline what has been your experience of working on and supporting arts projects to date, we are particularly interested to hear about working with film** |
|  |

|  |
| --- |
| **Please detail any additional information below which you have not already given and which you think is relevant to your application.** |
|  |

|  |  |  |
| --- | --- | --- |
| **REFERENCES** | | |
| **Please give the names of two people who could provide a reference regarding your suitability for the post for which you are applying. One of these should be your present or most recent employer. You should not give friends or relatives as referees.** | | |
| Name: |  |  |
| Job Title / Position: |  |  |
| Address: |  |  |
| Postcode: |  |  |
| Telephone number: |  |  |
| Email address: |  |  |
| Professional relationship: |  |  |
| May we request a reference prior to interview? | Yes  No | Yes  No |

|  |
| --- |
| **CAUTIONS, REHABILITATION AND CRIMINAL RECORDS** |
| Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.  In addition, you are required to submit to a PVG Scheme check. Any disclosure made by Disclosure Scotland or Criminal Records Bureau will remain strictly confidential.  Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES/NO (delete as required)  If YES, please give details: |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DECLARATION** | | | | | |
| **I verify that to the best of my knowledge, the information supplied by me on this application form, and on any additional sheet submitted, is correct** **and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.** | | Yes |  | No |  |
|  | | | | | |
| Signature:  (type name if submitting electronically) |  | | | | |
| Date: |  | | | | |

|  |
| --- |
| **GDPR** |
| The information that you provide is subject to the protection of GDPR and will not be used for any alternative purpose without your consent. |

|  |  |
| --- | --- |
| **SOURCE** | |
| Where did you see the post advertised? |  |

|  |  |
| --- | --- |
| **RETURN OF FORM** | |
| EMAIL: | Please ensure your subject title states APPLICATION RETURN, also quoting the Job Title and email to: jobs@filmaccess.scot |
| POST: | Chrissie Simpson  Film Access Scotland,  Station Road, Woodside,  Aberdeen  AB24 2WB |

**Equal Opportunities Monitoring**

**CONFIDENTIAL**

Film Access Scotland is an equal opportunities employer and will ensure that no job applicant or employee receives less favourable treatment particularly on the grounds of gender, race, colour, nationality, sexual orientation, gender reassignment, ethnic origin, marital status, disability, age, religious belief, political belief, trade union activity, responsibility for dependants, employment status or HIV status.

Please complete this form and return it with the main Application Form to assist Film Access Scotland in monitoring its Recruitment and Selection process. In addition, the information will form part of the employment record for the successful applicant and will be used by Film Access Scotland for later equal opportunities monitoring purposes throughout the period of employment; all employees are given equal opportunity and are encouraged to progress within the organisation.

**This form is not made available to those conducting the recruitment interview.**

We are committed to an ongoing programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information (please tick box or state where requested):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| GENDER: | | | | |
| Female | Male | Non-binary/third gender | Do not wish to declare | Prefer to self-describe: |

|  |  |
| --- | --- |
| AGE: | |
| Date of Birth | Do not wish to declare |

|  |  |  |
| --- | --- | --- |
| MARITAL STATUS: | | |
| Married / Civil Partnership | Single | Living with Partner |
| Divorced/Separated | Widowed | Do not wish to declare |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ETHNIC ORIGIN: | | | | | |
| Individuals should identify with which one of the under noted categories they most closely associate themselves, having regard to their ethnic or cultural background. | | | | | |
| WHITE: | | | | | |
| Scottish | | British | | English | |
| Irish | | Welsh | | Other White Background  (please state) | |
| MIXED: | | | | | |
| White & Black Caribbean | White & Black African | | White & Asian | | Other Mixed Background (please state) |
| ASIAN: | | | | | |
| Indian | Pakistani | | Bangladeshi | | Other Asian Background (please state) |
| BLACK: | | | | | |
| African | Caribbean | | Other Black Background (please state) | | |
| Other Ethnic Group (please state) | | | Do not wish to declare | | |

**Supplementary Questions**

**for Applicants with Disabilities**

|  |  |  |  |
| --- | --- | --- | --- |
| Post Applied for: |  | | |
| Surname: |  | Initials: |  |

|  |  |  |
| --- | --- | --- |
| DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY? | | |
| It is recognised that disabled people are not only those whose disability is immediately apparent (e.g. blind people or those in wheelchairs) but also those whose disability is not immediately obvious (e.g. heart trouble, mental illness or diabetes). | | |
| Yes | No | Do not wish to declare |

|  |  |
| --- | --- |
| Film Access Scotland welcomes applications from people who have or have had a disability. We will interview all applicants who have or have had a disability and meet the minimum essential criteria for the job.  The Disability Discrimination Act 1995 makes it unlawful for an employer to discriminate against a disabled person in the field of employment.  The Act defines a disabled person as;  *someone with a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.* | If you have a disability or an impairment which is covered by the Disability Discrimination Act 1995 and you would require Film Access Scotland to make reasonable adjustments*,* please answer the following questions.  Otherwise you do not need to tell us of any disability or impairment you may have.  ***This information will not count against you,*** but will help us consider ways in which we can reasonably accommodate your needs. |

|  |
| --- |
| If you would like Film Access Scotland to consider making reasonable adjustmentsin respect of the job you are applying for, can you suggest what they may be in order that you might carry out the essential tasks of the job? |

|  |
| --- |
| What arrangements do you require at the interview stage - wheelchair access, sign language interpreter, etc? |

This form should be returned, once completed, along with the main Application Form either by e-mail or to the address shown at the Return of Form section.