

****Community Enterprise Ltd

Application Form

**All Sections of this form should be completed**

The information that you supply in this application form will enable the interview panel to decide whether to invite you to an interview. Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration.

|  |  |  |
| --- | --- | --- |
| Post | Studio Administrator (Client, Project and Administrative Support) | CE Ref:  |
| Closing Date | 30/06/2024 |
| Name |  |
| Address |  |
|  |  |
|  |  |
| Postcode |  |
| Email |  |
| Private Telephone Number |  |
| Mobile Number |  |
| Your Daytime Telephone Number (on which a message may be left) |  |
|  |  |

Equality Act 2010

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| **We are committed to being an Equal Opportunities Employer If you have a disability as defined in the Equality Act 2010, are there any arrangements that would assist you in attending an interview? Please give details below.** |

Referees

Please give details of two referees. They should be qualified to comment on your ability and experience for this appointment and should include a referee from your current or most recent employer. We do not accept references from family members.

Referees will not be approached prior to a conditional offer being accepted.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Position |  |  |
| Organisation |  |  |
| Address |  |  |
| Email |  |  |
| Telephone number |  |  |

Right to Work Checks

It is a criminal offence to employ an individual who is not legally entitled to work in the United Kingdom and is subject to immigration control. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the United Kingdom. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document (or combination of documents) indicated by the Immigration, Asylum and Nationality Act 2006.

Do you currently have the right to work and live in the United Kingdom? **YES/NO** (please delete as appropriate)

Data Protection

Information from this application will be processed for purposes permitted under the General Data Protection Regulations. Individuals have, on written request, the right to access their personal data held on them.

Information about how your data is used, and the basis for processing your data is provided in Community Enterprise’s privacy notice.

Declaration

I have read this application form fully and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice.

**Signed: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

OUR VALUES / YOUR VALUES

Community Enterprise Ltd is a values driven organisation. We strive to ensure all our people and practices align with our core values so that we have a positive and effective work place. Our values are:

* Building relationships
* Empowering people
* Developing expertise
* Dynamic innovation
* Giving back

Bold Values

* Be Creative
* Be Focused
* Be Bold

In the space below, please tell us how you think your ways of working fit with our values. Please cover a minimum of 3 values from the list above and use specific examples of how you have demonstrated these values in your working life. (NB no more than one side of A4)

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EDUCATION

Please start with the most recent

|  |  |  |
| --- | --- | --- |
| **Institution or Body awarding qualifications** | **Dates** | **Subjects & Qualifications obtained** |
|  |  |  |

CURRENT OR MOST RECENT EMPLOYMENT / WORK EXPERIENCE

|  |  |
| --- | --- |
| Employer / host: |  |
| Position held: |  |
| Period in post |  | to |  | Salary |  |

Please give information about your current or most recent post – describe in particular your duties and achievements.

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PREVIOUS EMPLOYMENT / WORK EXPERIENCE

Please list your employment history starting with the most recent. Describe briefly your responsibilities and achievements in each post*.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Position** | **Responsibilities & Achievements** | **Dates** |
|  |  |  |  |

OTHER RELEVANT EXPERIENCE

Include details of voluntary work, projects undertaken, study, membership of organisations etc.

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COMMENTARY

Please use this section to explain how your previous experience and qualities would enable you to meet the requirements of this post as outlined in the job description and person specification.

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WHY DO YOU PARTICULARLY WANT THIS POSITION?

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|  |

OTHER

Please tell us whether you are interested in this position as either full time/ part time and / or need flexible working arrangements to be considered

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|  |

You may return this form electronically but if called for interview, you will be required to sign a paper copy. Please return the completed form to:

maria@communityenterprise.co.uk

Community Enterprise Ltd.

Suite 14

Fleming House

Fleming Road

Livingston

EH54 7BN