**Application Form**

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| Application for the post of: BFI Network Talent Executive, Film Hub North (November 2018) |

CONTACT DETAILS PAGE WILL BE REMOVED FOR SHORTLISTING

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| --- | --- |
| Full name: | |
| Address:  Postcode: | Daytime tel:    Evening tel:  Mobile:  Fax:  Email: |

**Declaration:**

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection.

Signed……………………………. Date ………………………….

**Application Form**

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| Q1 | Do you have the right to take up employment in the UK? You will be asked to provide documentation if you are appointed  Yes / No (please delete as appropriate) | |
| Q2 | Please indicate the days and hours you are available to work. | |
| Q3 | Please indicate the length of notice period you are required to give in your current job | |
| Q4 | Please state where you saw this post advertised (if online please specify the website): | |
| Q5 | Please state if you are related to or are friends with anyone already employed by the Showroom and Workstation, Tyneside or HOME – if so please state who and in what capacity | |
| Q6 | If you have any mobility or access requirements, please give details of any arrangements we need to make to enable you to attend interview. | |
| **Referees** Please give details of two referees to support your application. | | |
| Name:  Address:  Email:  Occupation:  Tel:  May they be contacted prior to interview? Yes / No | | Name:  Address:  Email:  Occupation:  Tel:  May they be contacted prior to interview? Yes / No |

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education and qualifications**  From GCSE or equivalent to degree level in chronological order | | | | |
| Establishment | Subjects | Qualification gained | Grade | Year Taken |
| Postgraduate education or study or any other professional qualifications | | | | |
| Please list any other relevant training or qualifications you feel are relevant to your application: | | | | |

**Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employment history  Please give details of your last three jobs, beginning with your present or most recent.  Any additional jobs which are relevant to this application may also be detailed | | | | |
| Employer | From | To | Main duties | Job Title, Reason for leaving and salary on leaving |

**Additional questions:**

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| Please give details of, and provide an explanation for, any time when you were not either working or in full-time education. |
| Have you made a previous application to the Showroom Workstation, Tyneside or HOME? If so, which venue and when was this and what was the outcome? |

**Additional Information**

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| --- |
| Additional Information – before completing this section, please read the person specification and job description. **Please use an additional sheet if necessary.**  **The Person Specification enclosed with this application form lists the essential and desirable characteristics which the person appointed for this post will have. We will only interview those applicants who meet all the essential characteristics and are more likely to interview those with all or some of the desirables.**  **Please take each characteristic in turn and, giving examples where appropriate, demonstrate how you meet that characteristic. Please feel free to write as much as you wish (use additional sheets if required)** |

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| Please complete the following Equality and Diversity monitoring form. and include with your application. It will be removed on receipt |

**Equality and diversity monitoring form**

FHN are committed to providing equality of opportunity to all employees and job applicants and will not discriminate either directly or indirectly for any reason.

To ensure compliance with our policy statement, a system of monitoring has been set up. We have only asked for your name so that monitoring can take place both at the shortlisting for interview stage and at the appointment stage. Once an appointment has been made, the data given on this form will be stored on computer in an anonymised format and the form will then be destroyed.

You may, of course, decide not to answer one or any of these questions but if you do respond, all information provided will be treated in confidence and will be used solely by the Central/HR department for the purpose of providing statistics for equal opportunities monitoring. The monitoring form does not form part of your application and will therefore be detached from it on receipt and stored separately. You can always mail this form separately if you wish.

Thank you for your assistance in completing this form.

**Name:**

**Position:**

1. **Disability:**

The Equality Act 2010 defines disability as ‘a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.’ Do you consider yourself to have a disability?

Yes ⬜

No ⬜

Prefer not to say ⬜

1. **Gender:**

Male ⬜

Female ⬜

Other ⬜

Prefer not to say ⬜

1. **Ethnic Background:**

White

White British ⬜

White Irish ⬜

Other White ⬜

Mixed

White & Black Caribbean ⬜

White & Black African ⬜

White & Asian ⬜

Other Mixed ⬜

Asian/Asian British

Indian ⬜

Pakistani ⬜

Bangladeshi ⬜

Other Asian ⬜

Black or Black British

Caribbean ⬜

African ⬜

Other Black ⬜

Other Ethnic Groups

Chinese ⬜

Any other ethnic group ⬜

Prefer not to say ⬜

1. **Age**

Under 19 ⬜

20-29 ⬜

30-44 ⬜

45-64 ⬜

65+ ⬜

Prefer not to say ⬜

1. **Sexual orientation**

Heterosexual ⬜

Lesbian or Gay ⬜

Bisexual ⬜

Other ⬜

Prefer not to say ⬜

1. **Lower Socio Economic status**

Would you consider yourself to be from a disadvantaged socio-economic background that impacts or has impacted on your career progression?

Yes ⬜

No ⬜

Prefer not to say ⬜

1. **Region of residence**

East Midlands ⬜

East of England ⬜

London ⬜

North East ⬜

North West ⬜

South East ⬜

South West ⬜

West Midlands ⬜

Yorkshire and the Humber ⬜

Northern Ireland ⬜

Scotland ⬜

Wales ⬜

Prefer not to say ⬜

1. **Religion/Belief**

Buddhist ⬜

Christian ⬜

Hindu ⬜

Jewish ⬜

Muslim ⬜

Non-religious (Atheist, Humanist, etc) ⬜

Sikh ⬜

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say ⬜

For the purposes of compliance with GDPR (2016), I hereby confirm that by completing this form I give my consent to the Company processing the data supplied on this form for the purpose of equal opportunities monitoring.

Signed: ...........................................

Date: ...............................................