



Pure Creative Arts
20 Springwood Avenue, Liverpool
L19 4TX
Email: info@purecreativearts.co.uk

APPLICATION FORM

CONFIDENTIAL

*Please use black ink or typescript as it will be necessary to photocopy your application.
Please complete in full. DO NOT submit a CV as an alternative to any part of the form.
Applications received after the closing date will not be considered*

Pure Creative Arts is working towards equal opportunities in employment. We aim to ensure that no applicant receives less favourable treatment on the ground of race, colour, nationality, ethnic or national origin, sex, age or disability.

Post Applied For

Job Title	
Reference Number if applicable (from advert)	
Applicant Ref: (office use only)	
Where did you hear about this job? If an advertisement, please state which publication.	

SECTION A

Surname		Initials	
Home Address & Postcode			
Telephone Nos.	Home:	Mobile:	Work:
Email address			
Do you hold a full current driving licence? Yes <input type="checkbox"/> No			
N.I. No.		Do you require a work permit to work in the UK?	Yes <input type="checkbox"/> No

SECTION B**PRESENT OR MOST RECENT EMPLOYMENT**

Employer:	
Address:	
Position Held:	Start Date:
Date Left (if applicable)/Notice period:	Reason for leaving/wanting to leave:
Basic Salary	Other Benefits:
Please give brief details of your present duties:	

PREVIOUS EMPLOYMENT (Start with most recent, continue on a separate sheet if necessary)

Name and Address of Previous Employers	Position Held and Main Duties	Dates Employed Mth/Yr From To	Salary, Grade and Benefits	Reason for leaving

SECTION C

Examinations passed and professional qualifications obtained with grades and dates including current studies if any. Medical staff, please state PIN No/Registration No. and renewal date.

Name of School/College/Polytechnic / University or Professional Body	Subject	Qualifications e.g. GCE, CSE, GCSE and Membership Grade (Please state if membership gained by examination)	Grade	Date

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SECTION D

The Role Profile lists a number of key areas of knowledge, skills and experience essential to this post. Please demonstrate how you meet each of these requirements. You may also include:

- i) details of any relevant experience gained either at work, home or in a voluntary capacity
- ii) details of any relevant training/education you are undertaking or have previously undertaken.

THIS IS WHERE YOU MAKE YOUR CASE FOR THE JOB. Examine the skills and experience being asked for and provide evidence by giving specific examples that you possess those RELEVANT to do the job. Give thought to previous work experience or other responsibilities that may assist you to uncover skills that you may have taken for granted. Do not forget the skills and experience that you may have gained outside full-time work. If you have been out of paid employment for a time, or have never been employed, your job history may be less important than some of the responsibilities and experience that you have had more recently. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time.

Please continue on another sheet of paper if necessary, but restrict your answer to 2 additional sides of A4.

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SECTION E

REFERENCES

Please give the name and address of two referees, both of whom should, if possible, be former employers. The first should be your present or most recent employer. If school/college leaver, give the Head Teacher/Tutor etc. You should not give relatives as referees. Nursing staff should supply a reference from their current Director of Nursing Services or equivalent. If you have not been employed, or have been out of employment for a period of time, you may wish to give the name of anyone who knows you sufficiently well to confirm the information that you have given, and to comment on your ability to do the job. Internal candidates should give the name of their current Line Manager.

Title & Name:	Title & Name:
Occupation:	Occupation:
Address:	Address:
Tel No:	Tel No:
Email:	Email:
Employer or Personal ref:	Employer or Personal ref:
We will not contact referees without your permission, and never before interview stage	

SECTION F

REHABILITATION OF OFFENDERS ACT 1974

The post for which you are applying is exempt from the provisions of the above Act. You are therefore **not** entitled to withhold **any** information about convictions you may have had including any "spent" convictions. Any information you do disclose will be kept in strict confidence and will be used only in consideration for your suitability for the post for which you are applying. In the event of employment, any failure to disclose convictions may result in disciplinary action or dismissal. You must also disclose if you are currently subject to any kind of probation or supervision order.

Do you have anything to disclose? YES NO

If you have ticked yes, please place full details of the offence and outcome in a sealed envelope and attach the envelope to the Diversity Monitoring Form.

SECTION G

DECLARATION

I confirm that the information provided on this form is correct and understand that any misrepresentation or omission may render me liable to dismissal if engaged. I understand that if offered an interview I will be asked to complete a pre-employment medical questionnaire and agree to undergo a medical examination if required. I also understand that if offered this role, any appointment will be subject to an enhanced disclosure certificate from the Criminal Records Bureau. A criminal record is not necessarily a bar to obtaining a position.

The particulars I have set out on this application form are true in all respects.

Signature of applicant _____ **Date** _____

I confirm that the information provided on this form is correct and understand that any misrepresentation or omission may render me liable to dismissal if engaged. I understand that if offered an interview I will be asked to complete a pre-employment medical questionnaire and agree to undergo a medical examination if required. I also understand that if offered this role, any appointment will be subject to an enhanced disclosure certificate from the Criminal Records Bureau. A criminal record is not necessarily a bar to obtaining a position.

Signature

Date



Pure Creative Arts is a registered Christian charity, which specialises in using theatre, music and dance for positive personal, social and emotional development. Registered charity number: 1114858