



## ACTION SPACE

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[www.actionspace.org](http://www.actionspace.org)

# APPLICATION FOR EMPLOYMENT

This form must be emailed to [recruitment@actionspace.org](mailto:recruitment@actionspace.org)  
The deadline is Monday 15<sup>th</sup> November 2021, 10am  
Interviews will be held via Zoom on Tuesday 23<sup>rd</sup> November 2021

JOB DETAILS	
Post applied for:	
How did you hear about the vacancy?	
Date of application:	

PERSONAL DETAILS	
Title: Mr / Mrs / Miss / Ms / Dr /Other	Surname/family name:
First/given names:	
Previous Forenames:	Previous Surnames:
Address:	
Postcode:	
Telephone No.:	
Email Address:	
National Insurance Number:	
For applicants that do not hold a UK passport:	
Do you have a valid work permit at present?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have Settled Status?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have a visa entitling you to be in the UK please state the type of visa you hold:

### EDUCATION & TRAINING

<b>General Qualifications</b> (GCSE/RSA/NVQ. etc, or equivalent)	<b>Subject</b>	<b>Result/Grade</b> (i.e. A,B,C or pass, merit etc.)	<b>Further Education</b> (degrees, professional, secretarial, apprenticeships, membership exams)	<b>Year Obtained</b>

<b>Dates of any current studies</b>	<b>Exam/Completion Date</b>

### Professional Registration

<b>Professional Body</b>	<b>Registration Number</b>	<b>Part of Register (eg. Part 8, part 15)</b>	<b>Type of Registration (eg. Full, limited, provisional)</b>	<b>Renewal/Revalidation date</b>

### Present or Most Recent Employer

<b>Employer's name:</b>	
<b>Brief description of your job and your employer's business.</b>	
<b>Employer's address:</b>	
<b>Postcode:</b>	
<b>Post Held:</b>	<b>Date of commencement:</b>
<b>Salary £:</b>	

Reason for leaving:	
If left, please state leaving date:	What is your period of notice:

<b>Previous Employment</b>					
You must account for any gaps in your employment history.					
<b>Name and address of employer</b>	<b>Post held</b>	<b>From</b>	<b>To</b>	<b>Salary £</b>	<b>Reason for leaving/finishing</b>

## INFORMATION SUPPORTING YOUR APPLICATION

Please provide a personal statement about your suitability for the post together with information which you think would be relevant to your application, including details of previous experience, achievements, training and if appropriate, a summary of your present duties and responsibilities. You may also provide details of your interests, hobbies or any other unpaid, voluntary work if you consider this relevant to your application.

**It is important that you demonstrate in your application how you meet the job description and person specification for the post for which you are applying.**

Please keep your personal statement to 500 words or less.

## REFERENCES

One of your references must be from your line manager in your present or most recent employment and ideally the other referee should be a previous employer.

Your referees must be able to comment on your ability and suitability for the post (relatives and friends are not acceptable and will not be contacted).

Please note it is the policy of ActionSpace to contact referees after the interview.

**Job offers are conditional on two satisfactory references.**

First Referee	Second Referee
Referee's name:	Referee's name:
Job Title:	Job Title:
Organisation:	Organisation:
Address:	Address:
Telephone no. (include STD code and extension):	Telephone no. (include STD code and extension):
Email address:	Email address:
In what capacity does this referee know you?	In what capacity does this referee know you?

### **Suitability for work with vulnerable people and Rehabilitation of Offenders Act**

Due to the nature of our work, this post is exempt from the provisions of the Rehabilitation of Offenders Act. Therefore you must not withhold any information about convictions (including those which for other purposes are considered "spent" under the Act), previous or pending prosecutions, cautions or bind overs applicable either in the UK or abroad.

Any information provided will not necessarily prevent you from being appointed unless the particular conviction, previous or pending prosecution, caution or bind over means you are unsuitable for the post.

Failure to declare a conviction, previous or pending prosecution, caution or bind over, either in this country or abroad, will disqualify you from appointment. It could also result in your dismissal if the discrepancy comes to light at a later stage.

ActionSpace will run a check on all successful applicants against the Protection of Children Act List and Vulnerable Adults. Anyone whose name is on the list is legally barred from working within the charity.

Have you been convicted of any criminal offence, been bound over or cautioned, or are you currently the subject of any police investigations, which might lead to a conviction, an order binding you over or a caution in the UK or any other country?

**Yes\***       **No**

*\* Please note that you will be asked to provide details, including approximate date, the offence and the authority and country which dealt with the offence, if you are shortlisted for the post for which you applied. A discussion will also take place at interview stage with the panel.*

Does your name appear on the Protection of Children Act List or Vulnerable Adults List

Yes       No

Failure to declare any information on these matters may result in your application being rejected or, if it is discovered after appointment that such information has been withheld, then this may lead to your dismissal from the charity. All successful applicants will be checked by the Disclosure and Barring Service before they are able to take up their post. Please include any other non conviction information that may have a bearing on your application for these purposes.

Please state below any disclosure/declaration related to the above:

I understand the appointment, if offered, is subject to satisfactory pre-employment checks and subject to the information provided on the application form or any other document being correct. Any false or misleading information provided on this form may result in any employment being terminated. I understand that the information provided on this form may be entered onto a computerised system.

I understand that my details will be kept securely. I also understand that my personal details will only be used for the purpose of my job application and my possible subsequent role. I note that ActionSpace does not provide any personal details to any third party without express consent, and that my personal details will be kept in accordance with current data protection laws and best practice. I also am aware that I am able to request to see what data ActionSpace holds about me at any time. For more information, please see the Privacy Notice on our website at [www.actionspace.org](http://www.actionspace.org)

Signed:

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