**YOUTH PROJECT MANAGER APPLICATION FORM** **GUIDANCE:**

Please complete all sections of the form.

* Section 5 - ‘Supporting Statement’ - is an opportunity to tell us why you wish to apply and bring together everything you have told us to make your case for what makes you a suitable applicant. Maximum 1,000 words. Please try to address the requirements of the role fully and provide specific examples of what you have done and how you believe this demonstrates that you possess the experience, skills, competencies and personal qualities required.
* You may want to include voluntary/unpaid or other work experience in your application if this is relevant to the requirements of the role.
* **Please sign the Declaration** at the end of the application.
* Short-listing will be based on the completed application form against the stated criteria and an accompanying CV in addition to the form
* Please return your completed form by email to [info@signalfilmandmedia.co.uk](mailto:info@signalfilmandmedia.co.uk) with ‘Youth Programme Manager Application’ as the subject heading and ensure that it reaches us**by Monday 27th January 2020.** We will acknowledge receipt. Applications will only be accepted by post if there is a strong reason why you are unable to submit by email.
* Applications received after the closing date will not be considered.

**APPLICATION FOR EMPLOYMENT**

**Equal Opportunities**

Signal Film and Media operates an equal opportunities policy, both in its employment procedures and in its services. We will make every effort to ensure that there is no discrimination on the grounds of colour, race, nationality, religion, ethnic origin, disability, age, gender or marital status in the way that we treat job applications.

Do you consider yourself to have a disability – YES / NO

If yes please tell us if there are any reasonable adjustments we can make to assist in your application, and any reasonable adjustments we can make to the job itself to help you carry it out.

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**Before completing this form, please read the Job Description and Person Specification**

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname |  |
| Other names |  |
| Address |  |
| Home Telephone Number |  |
| Mobile Telephone Number |  |
| Email Address |  |

**2. CURRENT OR MOST RECENT EMPLOYMENT (PAID OR UNPAID)**

|  |  |
| --- | --- |
| Name and address of employer |  |
| Job title |  |
| Date of appointment |  |
| Period of notice required/ Leaving date if already left |  |
| Please provide a brief outline of your main responsibilities | |
|  | |

**3. PREVIOUS EMPLOYMENT (PAID AND/OR UNPAID)**

Please start with your most recent position. Add rows if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Date employment started | Date  employment  ended | Name and address of employer | Job Title and brief details of main responsibilities |
|  |  |  |  |
|  |  |  | . |
|  |  |  |  |
|  |  |  |  |

**4. EDUCATION, TRAINING AND PROFESSIONAL QUALIFICATIONS**

Please start with the most recent qualification and include any currently being pursued. Add rows if necessary.

|  |  |  |
| --- | --- | --- |
| Date Qualification obtained | School/University/College etc | Qualifications obtained |
|  |  |  |
|  |  |  |
|  |  |  |

**5. SUPPORTING STATEMENT**

Please write a supporting statement (max 1,000 words) explaining why are you applying for this position and, drawing on your personal and work experience, education and training, tell us how you meet the requirements set out in the Job Description and Person Specification.

**6. REFEREES**

Please provide details of two people not related to you, who will provide an employment reference for you. One of these must be your current or most recent employer, or tutor if you are not currently employed. The other should be a referee who can express a professional opinion on your work or skills and your ability to perform the job for which you are applying.

|  |  |
| --- | --- |
| Name: | Name: |
| Organisation: | Organisation: |
| Job Title: | Job Title: |
| Address: | Address: |
| Contact number: | Contact number: |
| Email: | Email: |

May we request a reference – please √ May we request a reference – please √

|  |  |  |  |
| --- | --- | --- | --- |
|  | at any time |  | at any time |
|  | only after an offer of employment |  | only after an offer of employment |

In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer has been made. However, if you require a work permit in order to work in the UK please indicate by ticking this box:

|  |
| --- |
|  |

Please provide details of any unspent convictions you have under the terms of the Rehabilitation of Offender Act, 1974. Offences resulting in licence endorsements should be disregarded. Failure to disclose such information may result in dismissal or disciplinary action by Signal Film and Media. This information will be treated as confidential and will not necessarily preclude you from employment.

**DECLARATION**

To the best of my knowledge the information on the application form and on the attached CV is correct.

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

**Deadline for receipt of completed applications: Monday 27th January 2020**

**Interviews will take place in week beginning Monday 3rd February 2020**

**Please send your completed application form and CV by email to:**

[info@signalfilmandmedia.co.uk](mailto:info@signalfilmandmedia.co.uk) with subject of the email as ‘**Youth Programme Manager Application’**

We will contact all shortlisted candidates by **Friday 31st January 2020** to invite you to an interview therefore if you have not heard by this date we regret that on this occasion your application has been unsuccessful. Thank you for your interest in Signal Film and Media, we look forward to receiving your application.

**Monitoring form**

In line with the Data Protection Act 1998, Signal Film and Media will process personal data only for the purposes of identifying or keeping under review the equality of opportunity or treatment between persons of different racial or ethnic origins, with a view to enabling such equality to be promoted or maintained. We have a legal duty to protect any personal information we collect from you and handling of this data is carried out with appropriate safeguards for the rights and freedoms of all data subjects.

The following questions ask for some personal details. These questions are optional, you can tick ‘prefer not to say’ if you do not wish to give this information.

**How old are you:**

☐ Under 16 ☐ 16-17 ☐ 18-24

☐ 25-34 ☐ 35-44 ☐ 45-54

**☐** 55-64 ☐ 65+ ☐ Prefer not to say

**How would you describe your ethnic origin?**

|  |  |  |
| --- | --- | --- |
| White | Black/Black British |  |
| ☐ British  ☐ Irish  ☐ European  ☐ Other | ☐ African  ☐ British  ☐ Caribbean  ☐ Black Other | ☐ Prefer not to say |
| Asian/Asian British | Other |  |
| ☐ Bangladeshi  ☐ British  ☐ Indian  ☐ Pakistani  ☐ Asian Other | ☐ Chinese  ☐ Latin American  ☐ Middle Eastern  ☐ Mixed Ethnicity |  |

**Would you consider yourself to have a disability? If so please indicate:**

☐ Blind/Partially Sighted ☐ Mental Health

☐ Learning Difficulty ☐ D/deaf or Hard of Hearing

☐ Mobility ☐ Other Disability

☐ Prefer not to say

**Are you:**

☐ Male ☐ Female ☐ Non-Binary ☐ Other ☐ Prefer not to say

**Was your birth gender different than how you now identify?**

☐ Yes ☐ No ☐ Prefer not to say

**How did you find out about this opportunity?**

☐ Word of Mouth ☐ Signal Film and Media Website

☐ Other website. Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Other. Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_