**Thank you for requesting an application form**

Signal Film & Media is committed to ensuring an equitable working environment. We actively seek applications that reflect diverse experiences and backgrounds. We particularly encourage applications from ethnically diverse, D/deaf or disabled and LGBTQ+ candidates.

**APPLICATION FOR EMPLOYMENT**

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, or for an interview and any reasonable adjustments we could make to the job itself, should you be successful, to help you carry it out.

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

**Please complete all sections of this form**

**1. JOB ROLE YOU ARE APPLYING FOR**

|  |  |
| --- | --- |
| Job Role  |  |
| Full Time / Part Time/ Set Hours  |  |

**2. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Your Surname |  |
| Other Names |  |
| Preferred Gender Pronoun  |  |
| Full Address and Postcode |  |
| Home Telephone Number |  |
| Mobile Telephone Number |  |
| Email Address |  |
| National Insurance Number |  |
| Do you have a Car? |  |
| Do you have a current Full Driving Licence?Does it have endorsements? |  |
| Can you provide proof of eligibility to live and work in the UK? To comply with Immigration Act 2016, we will need sight of **original** documentation. |  |

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

|  |  |
| --- | --- |
| Name and Full address including postcode of employer: |  |
| Employer email contact details |  |
| Employer telephone contact details |  |
| Your job title  |  |
| Date of your appointment |  |
| Period of notice required/ Leaving date if already left |  |
| Please provide a brief outline of your main responsibilities and your leaving salary (if applicable) |
|  |

**4. 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 full address of employer with email contact details | Job Title, brief details of main responsibilities, why you left and leaving salary if paid employment. |
|  |  |  |  |
|  |  |  | . |
|  |  |  |  |
|  |  |  |  |

**5. 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/OU etc | Qualifications obtained/Accrediting body (if applicable) |
|  |  |  |
|  |  |  |
|  |  |  |

**6. SUPPORTING STATEMENT**

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

**7. REFEREES**

Please provide details of two people not related to you, who will provide a reference for you. One must include your current or most recent employer. A referee should be able to express a professional opinion on your skills and ability to perform the job for which you are applying.

|  |  |
| --- | --- |
| 1) Name:  | 2) Name:  |
| Job Title:  | Job Title:  |
| Full Address and postcode: | Full Address and postcode:  |
| Contact number: | Contact number: |
| Email: | Email: |

May we request a reference from your referees – please √

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

**Criminal convictions**: Do you have any convictions, cautions, reprimands, or final warnings that are not “protected” as defined by the rehabilitation of offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order 1975 (2013) provide for certain spent convictions and cautions to be “protected” and are not subject to disclosure to employers and cannot be considered. (Guidance and criteria on the filtering of these cautions and convictions can be found on the https://www.gov.uk/government/organisations/disclosure-and-barring-service.) YES / NO

**DECLARATION**

I declare 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 I have withheld relevant information, my application may be disqualified or if I have already been appointed, I may be dismissed.

I understand that an offer of employment is conditional upon receipt of satisfactory references to Signal Film & Media, Disclosure & Barring Service (DBS) checks and original proof of eligibility to live and work in the UK.

I hereby give my implicit consent to the company to process data supplied on this application form for the purpose of recruitment and selection. I accept that if I am successful, this application form and the data therein will form part of my Personnel File and I consent to the data being processed for all purposes in connection with my employment under Data Protections Regulations.

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

**Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Thank you for your interest in Signal Film and Media, we look forward to receiving your application.

**Monitoring form**

In line with General Data Protection Regulations, Signal Film and Media will process personal data only for the purposes of identifying or keeping under review the equality of opportunity 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. Other, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_