**APPLICATION FOR EMPLOYMENT - PROJECT PRODUCER**

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.

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.

For an informal conversation about this, or for any questions you have about the job, please email info@signalfilmandmedia.co.uk to arrange a call.

| **DEADLINE FOR APPLICATIONS: Midday on 5th Feb 2024**  **INTERVIEW DATES: 8th/9th or 12th/13th Feb 2024** |
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Before completing this form, please read the Job Description & Person Specification downloadable at https://signalfilmandmedia.com/about/work-with-us/

**Please complete all sections of this form and include a C.V and return it to:** [**info@signalfilmandmedia.co.uk**](mailto:info@signalfilmandmedia.co.uk)

**1. JOB ROLE YOU ARE APPLYING FOR: PROJECT PRODUCER**

**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 *(We will not contact them without your permission)* |  |
| --- | --- |
| Employer email contact details |  |
| Employer telephone contact details |  |
| Your job title |  |
| Date of your appointment |  |
| Period of notice required/ leaving date if already left |  |
| Current salary |  |
| Please provide a brief outline of your main responsibilities | |
|  | |

**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. |
| --- | --- | --- | --- |
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|  |  |  |  |
|  |  |  |  |

**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 character reference for you. Employment references will be taken from your previous employers (as above) but here we need two independent people who are willing to provide a reference for you. This can be a tutor, a previous work colleague or friend of the family. 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.