

**Kickstart Application Form**

Please complete this form and return to recruitment@artuk.org.

We also request that all applicants complete our [Equality, Diversity and Inclusion online survey](https://www.surveymonkey.co.uk/r/75M6F7H). Please be assured that your responses to this survey will be anonymous and will not form any part of the selection process.

As part of our commitment to Equality, Diversity and Inclusion please note that we redact some details from applications ahead of the shortlisting stage to ensure the removal of unconscious bias. Details that we redact include (but are not limited to) references to protected characteristics, names of educational institutions and indications of political affiliations.

|  |  |  |
| --- | --- | --- |
| **Please mark X against the Kickstart role you are applying for***(maximum one selection)* | Data Collections Assistant |  |
| Marketing and Communications Assistant |  |
| HR, Operations and Resourcing Assistant |  |
| **How did you hear about us?** |  |
| **Applicant ref. no***(for internal use only)* |  |

**Section 1: About you**

|  |  |
| --- | --- |
| **Full name** |  |
| **Address** |  |
| **Email address** |  |
| **Mobile phone** |  |
| **Do you need any special arrangements for interview and/or to help you to take up this role? *Please tell us here if you have any disability-related needs or adjustments which we can support you with.*** |
|  |

**Section 2: Current and previous employment**

***You may copy and paste the following table underneath if you need more examples or delete if you do not need as many.***

|  |  |
| --- | --- |
| **Name of organisation** |  |
| **Job title** |  |
| **Dates of employment (MM/YY-MM/YY)** |  |
| **Give a brief outline of your responsibilities and achievements (100 words max)** |
|  |

|  |  |
| --- | --- |
| **Name of organisation** |  |
| **Job title** |  |
| **Dates of employment (MM/YY-MM/YY)** |  |
| **Give a brief outline of your responsibilities and achievements (100 words max)** |
|  |

|  |  |
| --- | --- |
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| **Job title** |  |
| **Dates of employment (MM/YY-MM/YY)** |  |
| **Give a brief outline of your responsibilities and achievements (100 words max)** |
|  |

|  |  |
| --- | --- |
| **Name of organisation** |  |
| **Job title** |  |
| **Dates of employment (MM/YY-MM/YY)** |  |
| **Give a brief outline of your responsibilities and achievements (100 words max)** |
|  |

|  |  |
| --- | --- |
| **Name of organisation** |  |
| **Job title** |  |
| **Dates of employment (MM/YY-MM/YY)** |  |
| **Give a brief outline of your responsibilities and achievements (100 words max)** |
|  |

**Section 3: Education, training, and professional qualifications**

***You may add or delete rows in the follow tables as appropriate.***

**Education**

|  |  |  |
| --- | --- | --- |
| **School, university, etc.** | **Qualifications obtained** | **Date obtained** |
|  |  |  |
|  |  |  |
|  |  |  |

**Training and professional qualifications**

|  |  |  |
| --- | --- | --- |
| **Provider** | **Qualifications obtained** | **Date obtained** |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 4: Personal statement**

***In reference to the role description and using examples, please outline how your skills and experience make you suitable for this role (800 words max).***

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**Section 5: References**

***Please provide the name and contact details of two referees. One referee should be your present or most recent employer (if applicable).***

|  |
| --- |
| **Referee 1** |
| **Name** |  |
| **Address** |  |
| **Email** |  |
| **Telephone number** |  |
| **Occupation** |  |
| **Relation to applicant** |  |
| **Referee 2** |
| **Name** |  |
| **Address** |  |
| **Email** |  |
| **Telephone number** |  |
| **Occupation** |  |
| **Relation to applicant** |  |

**Section 6: Declaration**

|  |
| --- |
| **To the best of my knowledge, the information on this application form is correct.** |
| **Name:** | **Signature:** | **Date:** |

 **Please save your completed application form as a Word file (or equivalent) with your name in the document title and then email it to** **recruitment@artuk.org****.**

**Data Protection Statement:**

The information you give when completing your Application Form will be used in accordance with the EU General Data Protection Regulation. It will be used to enable the organisation to create electronic and paper records of your application, to enable the application to be processed and to enable the organisation to compile statistics. No statistical information used will be published that would identify you as an individual. The information relating to your application will be kept securely. It will be kept for three months if you are unsuccessful in your work experience application and for the duration of your work experience and three additional months if you are successful. Please read our privacy policy ([www.artuk.org/footer/privacy-policy](http://www.artuk.org/footer/privacy-policy)) for more details on how we use personal data and information.