**Logo, company name

Description automatically generated**

#### EMPLOYMENT APPLICATION FORM

| **Job Title: Programme Curator** |
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| Metroland Cultures is committed to providing an accessible recruitment process for all candidates, therefore if you have any additional requirements to complete your application form please contact hello[@metrolandcultures.com](mailto:team@metrolandcultures.com). |

| **PERSONAL DETAILS** |
| --- |

| Forename(s): | Surname: |
| --- | --- |
| Address: | Phone Number (s): |
| Email: | |
| Are you a member of any professional organisations? | |

| QUALIFICATIONS AND TRAINING | | | |
| --- | --- | --- | --- |
| Please give details of your educational qualifications and training courses attended which are relevant to the job you are applying for: | | | |
| School/College/University | From | To | Qualifications |
|  |  |  |  |

| Please list any other short courses attended, or any other qualifications: |
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| EMPLOYMENT HISTORY |
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| Please tell us about your work history over the last 6 years. Please include any study or career breaks, or periods of unemployment.  **Give brief details of your post and the main duties involved. Please start with your present / most recent employer.** |

| **Company:**  **Position:**  **From:**  **To:**  **Salary**  **Duties:** |
| --- |
| **Company:**  **Position:**  **From:**  **To:**  **Salary:**  **Duties:** |
| **Company:**  **Position:**  **From:**  **To:**  **Salary:**  **Duties:** |
| **Company:**  **Position:**  **From:**  **To:**  **Salary:**  **Duties:** |

| ADDITIONAL INFORMATION Please respond to the questions below either in writing or using a video or voice recording, adhering to the word or time limits indicated below. If using video or voice recording, please include links below for accessing video/audio files.  Your responses to these questions will be used to determine shortlisting. We encourage you to make reference to the ob description and person specification and describe clearly how you meet the requirements. Include relevant experience, knowledge and skills and give examples. |
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| 1. **What do you bring to the role of Programmes Cuator? Please speak to your professional and/or voluntary experience as well as your personal qualities. (up to 500 words / 5 mins)** |
| 1. **What excites you about this role? (up to 200 words / 2 mins)** |
| 1. **What would you want to learn from working in this role? (up 200 words / 2 mins)** |
|  |

| **ELIGIBLE TO WORK IN THE UK** |
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| Is there any restriction on your right to work in the UK? YES/NO  (if yes, please give details) |
| If you are successful following the interview, you will be required to provide original documentation of one of the following as evidence of your eligibility to work in the UK.   * A passport showing that you are a British citizen or have a right of abode in the UK. * A birth certificate issued in the UK, Channel Islands, Isle of Man or Ireland * A certificate of registration or naturalisation as a British Citizen * Another form of documentation issued by the Home Office |

| REFERENCES |
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| Please give two referees, including your present / most recent employer, **please note**:  References must cover past 3 years of employment.  Please do not use family / friends as referees.  Please note : If successful your referees will be contacted at point of offer. |

**REFEREE ONE:**

| Name: | Job Title: |
| --- | --- |
| Address: | Phone Number (s): |
| Email: | |

**REFEREE TWO:**

| Name: | Job Title: |
| --- | --- |
| Address: | Phone Number (s): |
| Email: | |

| DECLARATION |
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| I certify that the information on this form is, to the best of my knowledge, true and complete, and can be treated as part of any subsequent contract of employment. I agree that during the recruitment process for this position, personal information about me will be kept for personnel administrative purposes within the terms laid down by the Data Protection Act 2018.  By signing you agree to your contact details being shared with the line manager of this position and relevant colleagues to contact you once the job offer has been accepted when applicable.  Should your application be unsuccessful, we delete/destroy the application 6 months after the closing date.  Signed: Date: |

If you are currently employed, what notice period are you required to give?

We appreciate candidates may have additional requirements to attend their interview, we strive to make these adjustments ensuring an equal and inclusive recruitment process for everyone.

If you have any additional requirements, please list your access details below or contact us on hello[@metrolandcultures.com](mailto:team@metrolandcultures.com)

Access requirements for interview:

| Please can you tell us where did you hear about this position?  Please let us know if you have any access requirements?  Please return your completed Application Form to hello[@metrolandcultures.com](mailto:team@metrolandcultures.com)  We would be grateful if you could please complete our Equal Opportunities survey enclosed within the recruitment pack. |
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