If you would like this form in a different format, please email [recruitment@nottinghamcontemporary.org](mailto:recruitment@nottinghamcontemporary.org) or call 0115 948 9750

**Position Applied For:**

1. **Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Surname |  |
| Preferred Name |  |  |  |
| Address |  | | |
| Contact Number(s) |  | Email |  |
| Preferred Contact Method |  | | |

**2. Employment & Relevant Experience**

Please tell us about your employment history, relevant volunteering or unpaid work experience. If you have more than one employer, include roles that are most relevant. If you’re not currently employed, provide details of your most recent experience which can include experience in education. You can also include membership details of any professional bodies, Clubs, Societies or Associations which are relevant to the role you’re applying for.

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation & Address | Dates  *(To/From)* | Position Held | Role and Responsibilities  *(Please bullet point)* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**3. Supporting Information**

Please briefly explain why you are applying for this job and what you could bring to the role outlining relevant skills, experiences, and achievements incorporating how this links to our values. Include why you would like to specifically work at Nottingham Contemporary and why you would be the best candidate for the job. Please answer in no more than 500 words.

|  |
| --- |
|  |

**4. References**

Please provide the details of two referee, one of these should be your present employer/teacher/tutor.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reference 1 | |  | Reference 2 | |
| Name |  |  | Name |  |
| Company Name |  |  | Company Name |  |
| Contact Number |  |  | Contact Number |  |
| Email |  |  | Email |  |
| How do you know the referee?  *(e.g. manager)* |  |  | How do you know the referee?  *(e.g. manager)* |  |

**5. Declaration**

This role requires the postholder to undertake a DBS check prior to commencing employment with us. This is due to the role working with children, young people and/ or vulnerable adults. **If you have any convictions that are not yet spent under the Rehabilitation of Offenders Act 1974 please have a confidential discussion with the Recruiting Manager.**

The term ‘convictions’ is used to refer to any sentence or disposal issued by a court. If all your convictions are spent, you do not need to declare these to us. If you’re not sure if your convictions are unspent or spent, you can use a tool available at <http://www.disclosurecalculator.org.uk> and read guidance at [hub.unlock.org.uk/roa](file:///\\TEAM-VM-FILE01\public\FINANCE\PEOPLE\1.%20RECRUITMENT%20&%20SELECTION\7.%20Templates%20&%20Guides\hub.unlock.org.uk\roa).

Nottingham Contemporary welcomes all applicants; though, you must demonstrate you are permitted to live and work in the United Kingdom, please tick if you can demonstrate this

All the information I have given in this application is correct to the best of my knowledge. I understand that this information will be treated as part of any subsequent contract of employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

Please tell us where you heard about this vacancy.

|  |  |  |  |
| --- | --- | --- | --- |
| Arts Jobs |  | Nottingham Contemporary Newsletter |  |
| LinkedIn |  | Instagram |  |
| Facebook |  | Twitter |  |
| Creative Access |  | Word of Mouth |  |
| Google Alerts |  | Indeed |  |
| Other *(please state)* |  | | |

We actively encourage applications from people from ethnically diverse cultural backgrounds with lived experience of racism, and/or people who are disabled, Deaf/deaf, or neurodivergent and from a range of socio-economic backgrounds, as well those whose experiences cut across these identities.

We operate a positive action interview scheme where we will offer an interview to any applicant with a disability or long-term condition, who meets the minimum criteria for the role. **Please therefore ensure that you complete the separate equality monitoring form which will be sent to you upon receipt of your application**.

Please return your application via email to:[recruitment@nottinghamcontemporary.org](mailto:recruitment@nottinghamcontemporary.org) or contact us if you require this form in another format, or you wish to apply via video.