



**APPLICATION FOR EMPLOYMENT**

**CONFIDENTIAL**

**Note to applicants:** Please complete the form as fully as possible. The information you provide on this application form will only be used in accordance with the principles of the Data Protection Act 1998.

Post applied for				
How did you hear about the vacancy? If via a recruitment website, please name which one.				
Please confirm you have submitted your CV alongside this application form	Yes		No	

<b>A) PERSONAL DETAILS</b>	
Full name	
Address	
Postcode	
Contact info	Phone:
	Email:

<b>B) EQUITY, EQUALITY, DIVERSITY AND INCLUSION</b>			
At the Old Fire Station, we are committed to creating an accessible and inclusive environment. Do you have any access requirements that require reasonable adjustments to this recruitment process?	Yes		No
If so, please note any reasonable adjustments that we can make, e.g., level access, BSL interpreter			
We think it is important to hire people from a wide variety of backgrounds, representative of our society, not just because it is the right thing to do, but because it enriches the arts for all and makes us stronger as a team. We welcome and encourage applications from individuals with lived experience of discrimination and disadvantage due to class, disability, ethnicity, gender identity and expression, neurodivergence, race, sexual orientation. Please tell us if this applies to you.	Yes		No

<b>C) REFERENCES</b>
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Please provide <b>all</b> the following information of <b>two</b> people who will provide a reference. One <b>must</b> be your most recent employer. Please note that we do <b>not</b> accept a reference from family or friends.			
We normally contact referees after a job offer is made. However, please state if you are happy for us to approach each referee prior to interview should we require it, by answering 'yes' or 'no' below.			
Name		Position	
		Relationship	
Address			
Email		Telephone	
Contact Prior to Interview?	Yes/No		
Name		Position	
		Relationship	
Address			
Email		Telephone	
Contact Prior to Interview?	Yes/No		

**D) SUPPORTING STATEMENTS**

Please tell us why you want this role at the Old Fire Station.

Please tell us about your professional and/or lived experience and skills you would bring to this role, responding to the role responsibilities and selection criteria.

Please tell us about what training or support you might require to be successful in this role.

<b>E) INTERVIEW ARRANGEMENTS</b>	
Please consult the job advert for the planned interview dates and let us know any availability issues we need to consider if you are invited to interview.	
Please inform us of any access requirements in section B. If there is any other information you wish us to be aware of at this stage, please use the box below.	

<b>F) EMPLOYMENT CHECKS</b>			
Do you need a work permit to work in the UK?	Yes	<input type="checkbox"/>	No
Do you have any unspent convictions?	Yes	<input type="checkbox"/>	No
<b>I certify that, to the best of my knowledge, all the questions in this form have been correctly answered and I accept that providing deliberately false information could result in my dismissal.</b>			
Signature		Date	
<b>Completed application forms should be returned to:</b> Megan Dawkins Head of HR and Operations Old Fire Station 40 George Street Oxford OX1 2AQ or via email to: <a href="mailto:recruitment@oldfirestation.org.uk">recruitment@oldfirestation.org.uk</a>			