



1. Personal Details

Forename/s		Surname	
Address			
Landline		Mobile	
Email			

Position applied for	
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Please let us know if you need any reasonable adjustments to take part in the recruitment process. Please specify:

Do you have the legal right to work in the UK?	Yes / No
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**Data Protection**  
 The information given on this form will be used only by those involved in the recruitment/ selection process and should you be successful it will be kept on file. Otherwise, the information will be destroyed within 2 years. We will treat your completion of this form as consent for the information to be used in this way.

**Declaration**  
 The information that I shall provide on this form is accurate and I will not knowingly mislead during any process of recruitment and selection.

I agree to **hoot creative arts** Ltd using the personal data contained in this form, or information which may be obtained from me or other sources, for the purpose of dealing with my application for this opportunity.

Signed:  *please type name if submitting electronically*

Date:

If your application is successful, you will be required to provide evidence of an up-to-date Disclosure and Barring Service (DBS) enhanced check. We will advise on applying if not.

Thank you for taking the time to complete this form.



## 2. History, Experience and Qualifications

Please provide details of any **relevant** history, experience, and qualifications



### 3. Information to Support your Application

Please tell us why you are interested in working with **hoot**, and tell us about how you approach your work. You should also make sure you address the factors in the person specification and outline of duties. Please continue to the next sheet if necessary. 2 pages (12-point font) maximum.



# hoot creative arts Application Form

A large, empty rectangular box with a thin black border, intended for the applicant to provide their information and responses.



#### 4. Referees

Please give the name of two people who can be contacted as references, one of whom should be your current/most recent employer or an appropriate representative from an organisation you are currently, or have recently been, engaged by.

Name	
Address	
Postcode	
Email	
Telephone	
Relationship to applicant	
Can this person be contact before or after selection?	

Name	
Address	
Postcode	
Email	
Telephone	
Relationship to applicant	
Can this person be contact before or after selection?	

## 5. Equal Opportunities & Diversity Policy

### 1 INTRODUCTION/STATEMENT OF INTENT

1.1 **hoot creative arts** recognises that many people are discriminated against. It accepts it has a responsibility for taking action against such discrimination. **hoot** is striving to be an Equal Opportunities organisation. Its aim is to ensure that no-one connected to **hoot** receives less favourable treatment than others, on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion & belief
- Sex
- Sexual orientation

These are known as Protected Characteristics outlined in the Equality Act 2010. **hoot** will also not discriminate on the grounds of lack of formal qualifications or responsibility for dependants, membership of a Trade Union, Part Time working and social background.

1.2 **hoot** promotes positive images of mental health and will take positive action to ensure that our services are equally available, accessible, and relevant to anyone with a mental health need. **Hoot** aims to ensure that members of any section of society likely to be disadvantaged or discriminated against find it easy and straightforward to get involved in creative activities with **hoot**.

1.3 **hoot** recognises that diversity *enhances* creativity. This informs the **hoot** vision to be an outward looking organisation that places value on celebrating talent and delivering high quality arts practice, increasing reach, and promoting equality in the arts

1.4 **hoot's** Board will be responsible for the development, implementation, and the monitoring of the Equal Opportunities & Diversity Policy.