

# ST IVES SCHOOL OF PAINTING

**JOB APPLICATION FORM**

**Please ensure you complete all sections of the application form. Please read the guidance below before you start**

PERSONAL DETAILS			
<b>Position Applied For</b>			
<b>Surname</b>		<b>Home Phone</b>	
<b>Forenames</b>		<b>Mobile</b>	
<b>Address</b>			
<b>Post Code</b>			
<b>E Mail Address</b>			
QUALIFICATIONS AND TRAINING – Please include GCSEs and onwards			
<b>You will be required to produce your original qualification certificates if shortlisted for interview</b>			
Subject/Title of Qualification	School/College/University	Grade	Year Achieved
EMPLOYMENT DETAILS (add additional sheets as necessary using this format)			
<b><u>Name and Address of Present or last Employer</u></b>	<b><u>Job Title, Role Purpose and reason for leaving</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
<b>SALARY:</b>			
<b><u>Name and Address of Other most recent Employer</u></b>	<b><u>Job Title, Role Purpose and reason for leaving</u></b>	<b><u>From</u></b>	<b><u>To</u></b>

<b><u>Name and Address of Previous Employer</u></b>	<b><u>Job Title, Role Purpose and reason for leaving</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
<b><u>Name and Address of Previous Employer</u></b>	<b><u>Job Title, Role Purpose and reason for leaving</u></b>	<b><u>From</u></b>	<b><u>To</u></b>

**SUPPORTING STATEMENT**

Please set out below:

- your reasons for applying for this post.
- Please give examples to evidence how you meet the criteria. Refer to guidance below.

Maximum number of words is 1000.

**CRIMINAL RECORD**

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory enhanced DBS check.

**REFERENCES**

Please give the names and addresses of 2 referees. At least one should be your present or last employer or school/college if you were a student. Any offer of employment will be made subject to satisfactory references, which may be taken up before an offer of employment is made. If you don't want us to take up references before a job offer, please click this box

<b>Name</b>		<b>Name</b>	
<b>How they know you</b>		<b>How they know you</b>	
<b>Address</b>		<b>Address</b>	
<b>Post Code</b>		<b>Post Code</b>	
<b>Telephone</b>		<b>Telephone</b>	
<b>Email</b>		<b>Email</b>	

**Data Protection**

By providing the information contained within this application form, you are consenting to its use for the purpose of processing your application and monitoring the efficiency of our recruitment and other employment procedures. We care about your data, please read our [Privacy Notice](https://schoolofpainting.co.uk/privacy-notice/) to see how we look after it. <https://schoolofpainting.co.uk/privacy-notice/>

**Declaration**

I declare that the information given on this form is true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

**Signature:****Date:****Job Application Guidance****The Application**

To apply for a position with St Ives School of Painting you must complete our application form. This ensures information is presented in the same way, so that applicants are treated equally and fairly. **Please note we do not accept CVs.**

**Your Supporting Statement**

Your supporting statement should explain how you believe your experience, skills, knowledge and personal qualities could make you suitable for the job. This is your opportunity to sell yourself and present your experience in the best light.

**The Job Description**

This document explains the role and what we expect you to do day to day. It also explains the type of person we are looking for and the **competencies needed to do the job**. To complete your supporting statement, you need to refer to the whole **job description**.

### **What should I write?**

You need to provide relevant examples of situations that you have experienced, either within work or in your personal life, that demonstrate what we ask for. Try and cover what we say is required for the role and what we need you to have.

### **Tips:**

- Be succinct.
- Think about the people reading this. Is your statement clear?
- Do you explain why you would be good at the job?

### **If you are shortlisted for interview here is some advice on how to prepare.**

A helpful approach to preparing yourself for an interview is to use the **STAR** model, which helps you build relevant examples in a structured way.

- **Situation** - Set the scene. Describe the challenge. Make it relevant to the roles in the job description.
- **Task** - Outline the task required to solve the issue or problem.
- **Action** - Describe what **you** did. How and when you did it, the rationale for the choices you took and the key things that you did to overcome the issue or problem.
- **Result** - What the outcome was and the difference it made.

### **How do we decide who to interview?**

The shortlisting panel will score how well you have demonstrated that you meet the competencies assessed at the application stage.