**Working on your application**

There is no save and continue function in the online application form. We strongly recommend you draft your responses offline in the word version of the application form provided and then paste them into the online form when you are ready or use them as a script for your audio or video recorded application. It is not possible to amend your application once it has been submitted.

Please keep a copy of your responses for future reference as it is not possible for us to provide you with a copy once you have submitted your application.

Once you have sent us your application, you will see a webpage confirming that your application has been submitted. This will confirm that your application has been successfully received. You won’t receive any further communications by email at this stage.

We are committed to making our opportunities accessible and supporting applicants facing barriers to apply. Please email us via [info@jerwoodarts.org](mailto:info@jerwoodarts.org) and tell us what you need to enable you to apply.

The closing date for applications is **5pm on 5 July**. Interviews will take place on 15 or 16 July by video call. Please complete your application using our online portal: [www.jerwoodarts.org/jobs](http://www.jerwoodarts.org/jobs).

**Application Form**

Questions marked with an \* are mandatory.

* Name\*
* Pronouns
* Additional name if applying with a colleague
* Pronouns
* Telephone Number\*
* Email Address\*
* Please provide details of any arrangements or adjustments you would require to enable you to attend an interview.
* Which programme would you like to evaluate?\*

Development Programme Fund

Live Work Fund

Both

[Drop-down]

* Please indicate whether you would like to submit a written or video/audio application. \*

You can respond to most of the questions in this application in either written or video/audio form. Please select here which format you would prefer to submit your responses in.

If you select video/audio, you can upload one audio or video file containing your relevant experience and supporting statement. Please ensure your recording is no more than six minutes long, which is the equivalent to the word limit for written applications.

No assessment of the production quality of the audio or video recordings will be made.

Written Application

Video/Audio Application

[Drop-down]

* Relevant work, education, training, skills and life experience (up to 300 words)\*

*Please use this box to tell us about:*

* *What are you doing currently and/or have been doing most recently*
* *Any previous work, experience, knowledge or skills you want to highlight*

*[Free text box, 300 words]*

* Supporting statement (up to 500 words)\*

*Please use this box to tell us:*

* *Why you want to evaluate the programme/s*
* *How you would approach the brief*
* *What outputs might you consider producing*
* *What you hope to learn by undertaking the work*

**Video/Audio Application**

Please use the box below to link to a recorded application. It should be no longer than six minutes long and include the following information:

*Please use this section to tell us about:*

* *what are you doing currently and/or have been doing most recently,*
* *any previous work, experience, knowledge or skills you want to highlight*
* *why you want to evaluate the programme/s*
* *how you would approach the brief*
* *what outputs might you consider producing*
* *what you hope to learn by undertaking the work*

A recorded application should not be overly produced. This is not an opportunity to demonstrate your skills in production, but to clearly communicate your application for the role in an accessible format.

Please provide the password if necessary, in the text box below.

If you choose to send us a film/audio application, you will be directed to the following entry form.

* Web link to Recorded Application \*

You should provide a link to the recording in the box below. You may link to a third-party website such as Google Drive, Soundcloud, Vimeo or Dropbox.

* Password for recording, if applicable

**Referees**

Please provide details of two people, not related to you, who will provide a reference for you. They must both be able to express an opinion on your work and your ability to perform the role.

Referee one

* Name\*
* Name of organisation, if applicable
* Occupation
* Email address\*
* Contact number\*
* Relationship to you\*

Referee two

* Name\*
* Name of organisation, if applicable
* Occupation
* Email address\*
* Contact number\*
* Relationship to you\*

Your application is not complete until you click the **SUBMIT** button after the Equal Opportunities Monitoring Information on the following page.

**Please review all of the information that you have entered before submitting your application form. We recommend that you keep a copy of your responses for future reference as it is not possible for us to provide you with a copy once you have submitted. Once you click ‘Submit’ you will not be able to go back and make any changes.**

Once you have sent us your application, you will see a webpage confirming that your application has been successfully submitted. This will confirm that your application has been successfully received and you will not receive any further communications by email at this stage.