

JERWOOD ARTS

Job Application Form

Please note that this document is for drafting purposes only.

There is no save and continue function in the online application form. We strongly recommend you draft your responses offline in this word version of the application form and then paste them into [the online form](#) when you are ready. You could also use them as a script for your audio or video recorded application, which can be uploaded to the online form.

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.

A word version of the application form can only be accepted as a valid application before the deadline if you have agreed with us first that this will assist your access to the opportunity.

We are committed to making our recruitment accessible to all and supporting applicants facing barriers to apply. Please email info@jerwoodarts.org or call us on 07947 906 445 and tell us what you need to enable you to apply.

All of the information provided by you as part of your application may be used in the recruitment process. Any data about you will be held securely and confidentially in accordance with Jerwood Arts Privacy Policy and with access restricted to those involved in dealing with your application and in the recruitment process. By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

You have the right to contact the Information Commissioner's Office should you wish to complain about how information has been handled.

If you wish to receive information about our activities, events and opportunities, please sign up for the Jerwood Arts newsletter [here](#).

Questions marked with an * are mandatory.

Personal Details

- Name*
- Pronouns
- Telephone Number*
- Email Address*
- Please provide details of any arrangements or adjustments you would require to enable you to attend an interview.

[Free text box]

- How did you hear about this opportunity?

[Drop-down]

Artsadmin e-digest
Arts Council Northern Ireland
Arts Council of Wales
Arts Jobs
Axisweb
Creative Scotland
Disability Arts
Instagram
Jerwood Arts newsletter
Job Centres UK
Museum Detox
Twitter
Word of mouth
Other

Application Form

Before completing this section, please read the relevant Job Pack for the role you want to apply for. This can be found on the [Jobs](#) page of jerwoodarts.org.

Which role are you applying for?*

[Drop-down]

Digital and Engagement Manager
Project Manager

Type of application*

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

[Drop-down]

Written
Video/Audio

Written Application

If you choose to send us a written application, you will be directed to this form. You should answer the following questions within the indicated word counts.

- 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 achievements, skills and/or qualifications you want to highlight

[Free text box]

- Supporting Statement (up to 500 words) *

Please use this box to tell us:

- why you want this role
- how you are a good match for the skills and experience we're looking for
- how you would like to learn and grow within the role

[Free text box]

Video/Audio Application

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

You should send us a recording that complies with the below guidelines.

- Your recorded application should answer all the questions indicated in the written form. Please ensure you respond to these prompts clearly, and structure the content in relation to them.
- A recorded application should not be overly produced. This is not an opportunity to demonstrate your skills in production, but to clearly communicate your planned professional development activity in an accessible format.
- Examples of work included in an audio/filmed application will not be considered as supporting material. Please include these in the space provided below.
- Please ensure your recording is no more than four minutes long, which is the equivalent to the word limit for written applications.
- You may link to a third party website such as Google Drive, Soundcloud, Vimeo or Dropbox.
- There will be an option to provide a password if necessary.

Referees

Please provide details of two people, not related to you, who will provide a reference for you. One of these must be your current employer or your most recent employer if you are not currently employed. The other should be someone who can express an opinion on your work and your ability to perform the role for which you are applying.

Referee One

- Name*
- Name of organisation, if applicable
- Occupation

- Email address*
- Contact Number*
- Relationship to you*
- Please indicate when we should request this reference
[Drop-down]

At any time
Only after an offer of employment

Referee Two

- Name*
- Name of organisation, if applicable
- Occupation
- Email address*
- Contact Number*
- Relationship to you*
- Please indicate when we should request this reference
[Drop-down]

At any time
Only after an offer of employment

You must select the SUBMIT button at the end of the application after the Monitoring Information section, or it will not reach us.

If you have any questions about your application, please get in touch at info@jerwoodarts.org.