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| UKCCA_logo_(RGB) | Personal Details |
| [No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] |
| UK Centre for Carnival Arts |
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| **Once completed, please return the application form, monitoring form and** your latest **CV to Tola@carnivalarts.org.uk . Or by post to Tola Dabiri, UK Centre for Carnival Arts, 3 St Mary’s Road, Luton LU1 3JA.** | |

This form contains all your personal information. It will be detached from your application until short-listing is completed. It will be linked to your other forms only by a number. Please do not use your name in the main body of the application. The UK Centre for Carnival Arts strives to be an equal opportunity employer. If there are any difficulties making your application, or you need the materials in another medium, please just let us know.

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| Contact details | | | | | | | | |
| Family Name: | | | | | Initial/s: | | | Title: |
| Address: | | | | | | | | |
|  | | | | | Postcode: | | | |
| Please tick which of these telephone numbers you would prefer us to contact you by: | | | | | | | | |
| Home Tel: | |  | | | | | | | 🞏 |
| Work Tel: | |  | | | | | | | 🞏 |
| Mobile Tel: | |  | | | | | | | 🞏 |
| email: | |  | | | | | | | |
| Background | | | | | | | | |
| Please give details of any criminal convictions you have had, excluding any ‘spent’ under the Rehabilitation of Offenders Act 1974 (minor motoring offences should be ignored). | | | | | | | | |
| Do you have a current DBS check? *please delete as appropriate* | | | | | | | | | YES/NO |
| Does this cover working with: | | | | young people? | | | | | YES/NO |
| others? | | | | | YES/NO |
| As this position involves close supervision & training of young people, UKCCA will carry out a mandatory enhanced CRB check on the successful applicant. | | | | | | | | |  |
| Do you require a work permit to legally work in the UK? *please delete as appropriate* | | | | | | | | | YES/NO |
| Details of Present or Last  employer | | | | | | | | |
| Job Title | | |  | | | | | |
| Organisation | | |  | | | | | |
| Organisation address | | |  | | | | | |
| Period of employment: | | | Start date: | | | | End date: | |
| Notice required/reason for leaving | | |  | | | | | |
| Current salary | | |  | | | | | |
| Brief description of duties and responsibilities: | | | | | | | | |
| During your current/most recent employment please indicate how many ‘sick days’ you have had in the last three years. | | | | | | | | | \_\_\_\_\_\_\_\_\_ days |
| Please state the reason(s): | | | | | | | | |
| Details of previous employer | | | | | | | | |
| Job Title | | |  | | | | | |
| Organisation | | |  | | | | | |
| Organisation address | | |  | | | | | |
| Period of employment: | | | Start date: | | | | End date: | |
| Reason for leaving | | |  | | | | | |
| Salary | | |  | | | | | |
| Brief description of duties and responsibilities: | | | | | | | | |
| Details of previous employer | | | | | | | | |
| Job Title | | |  | | | | | |
| Organisation | | |  | | | | | |
| Organisation Address | | |  | | | | | |
| Period of employment: | | | Start date: | | | | End date: | |
| Salary per annum | | |  | | | | | |
| Please feel free to attach supplementary sheets for additional previous employment if appropriate. | | | | | | | | |
| Special needs | | | | | | | | |
| Have you any needs that might impact on the work or might require the Trust to make adaptations to enable you to undertake this role? *please delete as appropriate* | | | | | | | | | YES / NO |
| If yes, please explain on a separate sheet. N/A | | | | | | | | |
| Referees: | | | | | | | | |
| If short-listed we will normally contact your current employer if you have one. May we do this prior to making a job offer? | | | | | | | | | YES / NO |
| Please provide us with two referees. Please give full details. | | | | | | | | |
|  | Referee 1  (this should be your line manager in your current job if applicable) | | | | | Referee 2 | | |
| Name |  | | | | |  | | |
| Organisation |  | | | | |  | | |
| Address |  | | | | |  | | |
|  | | | | |  | | |
|  | | | | |  | | |
| Telephone number |  | | | | |  | | |
| Email address |  | | | | |  | | |

‘I hereby certify that the information provided by me on this application for employment is complete and correct. I understand that any falsification of information on this application is grounds for non-selection, or for termination from employment, if I am employed.’

Applicant signature:       Date:

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| *UKCCA_logo_(RGB)* | **Personal Statement**  **Application for the post of:**  Finance and Fundraiser  *UK Centre for Carnival Arts*  *3, St Mary’s Road*  *Luton, Beds*  *LU1 3JA* |

Bearing in mind the **tasks and responsibilities** on the enclosed job description and person specification, please tell us in your own words how your experience in previous employment, voluntary (paid or unpaid) work or involvement in any similar projects makes you a suitable candidate for this post. Please emphasize any additional personal qualities, attributes and skills you would bring to the post if appointed.

Please continue on a separate sheet if necessary.