**Application for Employment**

To apply please complete this application form and upload online. Please note that applications will be accepted in this form only - CVs or email applications will not be considered or shortlisted. If you have any problems or queries about the application process, please email [hr@intofilm.org](mailto:hr@intofilm.org).

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| PRIVATE AND CONFIDENTIAL | | |  |
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| Position: | **Programme Delivery Co-ordinator (South East)** | | |
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| How did you hear of this vacancy? | |  | |
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| A. PERSONAL INFORMATION | | | |
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| Name:  Address: | | | Home Number:  Mobile Number:  Business Number: |
|  | | | (leave blank if you do not wish to be contacted at work) |
| Email Address: | | | Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview. |
| Do you have the right to work in the UK (UK passport or UK visa/residence permit that permits work)? |
| Yes  No | Yes/No |

B. EDUCATION AND QUALIFICATIONS

Please give details of all further and higher education including training courses and details of qualifications.

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| --- | --- | --- | --- | --- |
| University/College/  Institute/Training Courses Attended | Dates | | Subjects Studied  Type of Training | Qualifications  Obtained |
| From | To |
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| PROFESSIONAL ASSOCIATIONS: Please state whether you are a member of any technical or professional association, and if so, which: |

C. CAREER INFORMATION

Starting with the present or most recent employer, please list all the organisations for which you have worked:

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| --- | --- | --- | --- | --- | --- |
| Name of Employer | Dates | | Position held/  main duties | Starting/  leaving salary | Reason for  leaving |
| From | To |
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D. SUPPLEMENTARY INFORMATION

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| Please use this section to tell us why you are interested in applying for the post and how your skills, knowledge and experience meet the requirements of the post as set out in the job description and person specification. Please note that this is the most important part of the application form and your response will be used to score your suitability against the job description and person specification. Please therefore ensure that you highlight all relevant skills, experience and attributes that you would like us to consider. | |
|  | |
| Please use this section to tell us about your interests, hobbies, or anything else that you think  will support your application: |  |
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| Please state if you are available on the proposed interview date(s) (if no dates have been specified on the advert then please leave this section blank):    If you are appointed when could you start?    Please give dates of any holidays or other commitments that are arranged in the next 6 months: |  |
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| DECLARATION OF APPLICANT  By completing and submitting this application form:  I confirm that all information provided is true and correct.  I consent to Into Film using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be filed on my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that Into Film will retain the information for as long as is deemed necessary.  I understand that any offer of employment is subject to satisfactory references, evidence of the right to work in the UK, and successful completion of a fully enhanced DBS check, which will be undertaken at Into Film’s expense. | | | |
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| Type Name: |  | Dated: |  |
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