



ARK·T
Creativity Changes Lives

Application for Employment

Job Title: Programmes Administrator

Applications Deadline: 18th March 2025 (midnight)

If you/someone you support require us to provide this form in an alternative format let us know and we will make the necessary arrangements.

See Guidance Notes at the end of this document.

When completed, please save this document as: *{Your Name}* Ark-T *{Job Title}*.doc

Application for Employment

Post Applied for:

To help with further recruitment, please tell us where you heard about / saw this vacancy.

Personal Details

Title (Dr / Mr / Mrs / Miss / Ms / MX etc.)		Surname / Family Name	
First Name(s)			
Address			
Postcode			
Telephone No:	Home: Work: Mobile:		
Email Address:			

Your Application

Please give a brief explanation of why you are applying for this post, in no more than 100 words. Continue on an additional sheet if necessary.

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Employment History

CURRENT OCCUPATION (if applicable)			
Job Title		Date Started	
Name of Employer		Salary with benefits	

Summary of duties: *Continue on an additional sheet if necessary.*

EMPLOYMENT HISTORY
 Starting with the most recent, please give details of all positions that you have held during the last 10 years. Please include a description of your main duties, as well as an explanation for any gaps in employment. You may also include any voluntary positions that are relevant to this post.
Continue on an additional sheet if necessary.

Job Title, Brief Description of Duties and	Employer	Date Started	Date Left
Reason for Leaving			
Reason for Leaving			
Reason for Leaving			

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Reason for Leaving			
Reason for Leaving			
Reason for Leaving			

Training & Qualifications

Continue on an additional sheet if necessary.

Course	Date

Secondary Education, Further Education and Higher Education (e.g. GCSE, A-Level, Degree)

School/ College / University	Qualification	Grade	Year

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Qualifications and Experience

In no more than 900 words please tell us how you meet this section of the Person Specification. Continue on an additional sheet if necessary. –

Driving

If you are applying for a position that requires you to have a full UK driving licence and access to a vehicle, please complete this section.

Do you hold a full UK driving licence?	Yes	No
Does it include a Class D1?	Yes	No
Do you have access to a vehicle?	Yes	No
Do you have any driving endorsements?	Yes	No

Administrative Details

Please detail your National Insurance Number	
When would you be available to start work?	
Do you need a work permit to work in the UK?	
If so, do you have a current work permit for the UK?	
If yes, when does your permit expire?	

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Referees

Name:			
Position:			
Address Line 1:			
Address Line 2:			
Town/City:			
County:			
Postcode:			
Telephone No.:		Email:	
May we contact this referee prior to interview?	Yes	No	

Name:			
Position:			
Address Line 1:			
Address Line 2:			
Town/City:			
County:			
Postcode:			
Telephone No.:		Email:	
May we contact this referee prior to interview?	Yes	No	

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Equal Opportunities Monitoring

Ark-T is an Equal Opportunity employer. Ark-T operates a policy which aims to ensure that unfair discrimination does not take place in recruitment. In order to help monitor the effectiveness of this policy (and for no other reason), you are asked to provide the information requested below.

This information is confidential and does not form part of your application. This section will be detached from your application form when it is received, and the information will not be taken into account when making the appointment.

How would you define your gender? -

What is your date of birth? -

How would you describe your ethnic origin? -

Do you consider yourself to have a disability? -

The Disability Discrimination Act 1995 defines disability as: 'a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities'

If you do consider yourself to have a disability, we will contact you to discuss whether you have any additional support needs for interview and appointment.

You can obtain further advice from the Disability Rights Commission helpline - Tel: 08457 622633

Declaration

The personal information you provide on this application form will be used by Ark-T for employment purposes. If the application is successful, the information will be retained for matters such as payroll, pension's administration, appraisal performance, recording details of holiday entitlement, absences etc. and monitoring of ethnicity, disabilities for measuring equality of opportunities.

Some of this information, such as health, ethnicity, disabilities and criminal convictions, is defined as 'sensitive' under Data Protection legislation and by signing this application form you are consenting to our processing this for the purposes listed above.

If submitting an email application, you undertake that the information you have provided is true and accurate to the best of your knowledge and you may be required to sign your application at a later stage of the selection process.

If your application is unsuccessful the information will be retained for 12 months and then the record will be destroyed.

The information I have given is true and accurate to the best of my knowledge.

Signed:

Date:

Please return completed applications to: Email: recruitment@ark-t.org

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GUIDANCE NOTES

Please read these notes before completing the application form

Important

Please read the Job Description and Person Specification. The Job Description tells you more about the job and what you will be doing if you are successful. The Person Specification tells you what qualifications, skills, experience and knowledge you will need to have in order to apply for and perform in this role.

1. Please do not send a CV for this post. In line with our equal opportunities policy, for recruitment we require all candidates to complete an ARK-T application form.
2. Please complete the application form in black ink or typeface. In line with our commitment to supporting people with disabilities to apply for this post, please do contact us if you would like to submit this application in another format such as film or audio transcription. If there are any other ways we can make this application process accessible, please do get in touch.
3. When completing Qualifications and Experience, please ensure you detail how you meet the essential criteria on the Person Specification, as well as any of the desirable criteria that are applicable to you. You may use experience from your work-life, any study or courses you have been on, volunteering opportunities you have had, as well as experience from your personal life.

Please ensure you individualise this section of the application form. It should be tailored to show how you meet the required criteria for this post specifically, rather than being a generic description of your work-life experience to date.

4. If you need to use additional sheets to complete this form, please detail which sections you are making additions to. Please ensure you send all additional sheets with your application.
5. You may send completed applications back to us via either the postal system or email. Contact details are found at the end of the application form.
6. We recommend that you keep a copy of your application for your own records.
7. Check the closing date for the position you are applying for and ensure you leave enough time to submit it.
8. Ark-T carries out regulated activities and as such requires that all employees consent to the disclosure of information from the Disclosure and Barring Service (DBS formerly CRB). Any information given to, or received by, ARK-T will be treated in the strictest confidence with access strictly controlled and limited to those who are entitled to see it as part of their duties. ARK-T complies fully with the Data Protection Act 1998, the Disclosure and Barring Service Code of Practice, and other relevant legislation in this regard.