**GUIDANCE NOTES FOR APPLICANTS**

Please read the guidance notes and information carefully before completing your application form.

**The Application Form**

Applications will only be considered from candidates who meet the requirements set out in the person specification. Please ensure that you relate your application to these attributes. These are the criteria use to shortlist applicants. We use the information you provide on the form for the selection process. To do this, we examine the ways in which you have demonstrated on the application form how you meet the job requirements., We will not make assumptions about your achievements and abilities; so you must be clear on the form about how exactly you feel they match our requirements.

*Please note that CVs will not be accepted.*

*If you have a disability and would prefer to submit your application in a different format, please contact the Recruitment team at Watermans.*

**Completing your Application Form**

In this recruitment pack, you will find a job description setting out the details of the job, and a person specification listing the attributes required by the successful candidate. Use the information to help you fill in your application form. Do not assume that the duties will be familiar to you, either because the job title is familiar to you, or because you have done something similar in the past. Jobs with the same title often vary from one organisation to the other.

Consider your current and previous employments (paid and unpaid), experience gained at home, in the community or through voluntary, leisure or college activities. Tell us everything we need to know relevant to the job you’re applying for.

Whilst listing your jobs, please ensure that the dates are correct and in order. Please explain any gaps in your career history.

Please do not forget to complete the additional recruitment monitoring form (follow this [link](https://goo.gl/forms/wECodneDcFIrwAAh2)). The monitoring information you provide will be kept confidential and will only be used for monitoring purposes.

**Shortlisting and interviews**

Watermans uses various selection methods appropriate to the job to assess whether candidates meet the requirements of the job, e.g. interview, presentation, keyboard skills tests etc. If you are shortlisted, you will be given details of the selection methods we will be using.

*Please give details on the application form of any particular requirements you may have if you are invited to attend for interview. We will do our utmost to meet those requirements.*

**References**

References will not be taken up prior to interview. If you are offered the job, this will be done verbally in the first instance. This offer will be subject to satisfactory references. You should give the names of two people who can act as referees; one of these should be your present or most recent employer.

**Asylum and Immigration**

All job offers will be subject to confirmation that you are permitted to work in the United Kingdom in accordance with the provision of The Immigration, Asylum and Nationality Act 2006. An employer is guilty of a criminal offence if it employs someone who is subject to immigration control or who does not have permission to be in, or work in, the United Kingdom. The successful candidate (irrespective of race, colour or ethnic origin) will be required to provide the original of appropriate documentation as identified in the Act.

Only certain documents are acceptable as proof of the right to work in the UK. You must provide evidence from either List A or List B as outlined below:

**List A – Acceptable documents to establish a continuous statutory excuse**

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has not limit on their stay in the UK.
7. A **current** immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely, or has no time limit on their stay in the UK, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the the holder’s parents or adoptive parents, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

**List B – Acceptable documents to establish a statutory excuse for a limited period of time**

**Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave**

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the kind of work in question.
3. A **current** Residence Card (including and Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right residence.
4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK , and is allowed to do the type of work in question, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

**Group 2 – Documents where a time-limited statutory excuse lasts for 6 months**

1. A Certificate of Application issued by the Home Office under Regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006 to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question.

**PLEASE NOTE THAT ALL DOCUMENTS MUST BE ORIGINALS**

**The Rehabilitation of Offenders Act (!974) – Criminal Convictions**

The Act recognises the principle that people who have been convicted of an offence should not, as a result, be discriminated against for the rest of their lives and therefore it prohibits discrimination in employment within defined limits.

There are certain jobs, however, where there is a requirement to take into account any previous convictions, and others where convictions which have not become spent can be taken into consideration.

This provision applies to a range of posts at Watermans and applicants are therefore required to complete the Rehabilitation of Offenders Declaration on the Application Form. You do not need to disclose convictions that are ‘spent’ at the date you complete the application form. You are, however, required to disclose all unspent convictions. Certain posts which involve direct contact with children young people and vulnerable adults are subject the DBS checking.

All information given will be kept confidential and will be considered in relation to the job applied for.

Disclosure of a conviction does not necessarily mean that you will not be appointed. We will consider whether the offence is one that would make an applicant unsuitable for the type of work to be done.

Details of relevant convictions and the time periods are as follows:

|  |  |
| --- | --- |
| **Sentence** | **Rehabilitation period** |
| Imprisonment or youth custody or detention in a young offenders’ or corrective training for a term exceeding 6 months but not exceeding 30 months. | 10 years |
| Imprisonment or youth custody or detention in a young offenders’ or corrective training for a term not exceeding 6 months. | 7 years |
| Imprisonment of 6 months or less | 7 years |
| Borstal training | 7 years |
| A fine or other sentence (e.g. a community service order) for which no other rehabilitation period is prescribed | 5 years |
| Absolute discharge | 6 months |
| Probation order, conditional discharge or bind over; and for fit persons orders, supervision orders or care orders under the Children and Young Persons Acts (and their equivalents in Scotland) | 1 year, or until the Order expires (whichever is the longer) |
| Cashiering, discharge with ignominy or dismissal with disgrace from the armed forces | 10 years |
| Simple dismissal from the armed forces | 7 years |
| Detention by the armed forces | 5 years |
| Detention by direction of the Home Secretary:-  Period exceeding 6 months but not exceeding 30 months  Period not exceeding 6 months  Detention Centre order not exceeding 6 months  Remand home order, an improved school order, or an attendance centre order  Hospital Order under the Mental Health Acts | 5 years  3 years  3 years  Period of the order plus a further year after the order expires  Period of the order plus a further years after the order expires (minimum of 5 years from the date of conviction). |

**Notes**

1. A sentence of more than 30 months imprisonment or youth custody can never become spent.
2. If you were under 17 years of age on the date of conviction of any of the sentences except those under the heading for detention of children by the Home Secretary, please halve the period shown in the right hand column.
3. It is immaterial for the purposes of calculating a spent conviction whether a sentence is suspended or not.

**INFORMATION SHEET**

Watermans is a multipurpose arts centre in Brentford, West London. Located on the banks of the Rvier Thames, overlooking Kew Gardens, Watermns benefits from an attractive location. The venue comprises a 239-seat theatre, a 125-seat cinema, a gallery space, two stuidios pous a large fleixible foyer space incorporating a café/bar with a river view.

Our artistic policy and audience development initiatives are reflected in the imaginative and diverse programme across a range of different art forms. Thes include:

* Asian arts
* Children’s Theatre
* Cabaret
* New media arts
* Exhibitions
* Independent Cinema
* Participative Arts
* Workshops
* Outdoor arts

We are committed to building successful partnerships with all our stakeholders and major funders – Arts Council England and the London Borough of Hounslow – to create a vibrant cultural resource serving communities in West London.

With the largest riverside development since Canary Wharf under way, this is an exciting for the Watermans staff team. There are many opportunities to improve on our successes and increase our visibility both locally and nationally.

**APPLICATION FORM**

**POST APPLIED FOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CANDIDATE NUMBER**

**(office use)**

**SECTION A: PERSONAL DETAILS**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone number day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**eve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION B: EXPERIENCE, SKILLS & INTERESTS**

Please tell us how you meet the job requirements, based on the information contained in the job description and person specification. We will not make assumptions about your achievements and abilities; so you must be clear about exactly how you feel they match our requirements.

If you need to, please continue on a maximum of one additional sheet.

**SECTION C: EMPLOYMENT**

Please give details of your current or most recent employment:

**Job title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Salary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dates from** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **to** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Brief note of duties and responsibilities**

**Length of notice period**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Paid employment history.**

Please list below your previous paid work, starting with the most recent. Continue on an additional page if you need to.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date from** | **Date to** | **Employer and address** | **Position and duties** | **Salary** |
|  |  |  |  |  |

**Unpaid work and experience**

Please list below any relevant voluntary work or experience, starting with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date from** | **Date to** | **Organisation and address** | **Position and duties** |
|  |  |  |  |

**SECTION D: EDUCATION, TRAINING & PROFESSIONAL QUALIFICATRIONS**

Please list below your education and relevant vocational or professional training/qualifications.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date from** | **Date to** | **Institution and address** | **Qualifications gained** |
|  |  |  |  |

**SECTION E: REFEREES**

Please provide names and contact details for two people who know you in a professional context and whom we can contact regarding your suitability for this post. One should be your most recent employer (or client if you’re self-employed). If this is not applicable, please indicate the reason.

Please note that a referee must not be a current employee of Watermans. Nor must they be a friend or family member.

**Referee 1**

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In what capacity do they know you?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organisation** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Telephone** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**May we contact them for a reference without contacting you further? Yes □ No □**

**Referee 2**

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In what capacity do they know you?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organisation** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**May we contact them for a reference without contacting you further? Yes □ No □**

**SECTION F: DECLARATION**

**PROOF OF THE RIGHT TO WORK IN THE UK**

The Immigration Asylum and Nationality Act 2006 came into force on 29 february 2008. The Act delivers comprehensive guidance for emplotyers on preventing illegal migrant working. In order to comply with this Act we will require proof of your right to work in the UK if an offer of employment is made.

**Please delete one of the following statements, as appropriate:**

* I confirm that I have read the guidance notes which list the documents which are acceptable as proof of the right to work in the UK. I will be able to prove my right to work in the UK.
* If offered the post applied for, I will need to seek permission to work in the UK.

**REHABILITATION OF OFFENDERS**

Please give details of any criminal convictions you have had, excluding any considered ‘spent’ under The Rehabilitation of Offenders Act 1974 (minor motoring offences should be disregarded):

Please sign the declaration below. Please note that failure to provide correct information may result in any subsequent contract being terminated. This application does not constitute an offer of employment.

**To the best of my knowledge, the information I have provided on this form is correct**

**SIGNED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please tell us of any particular requirements you may have if you are invited to attend for interview, e.g. difficulty in attending at a certain time; access requirements; and so on.

Thank you for taking the time to complete this form. Please check that you have answered all the questions fully and then return it via email to [recruitment@watermans.org.uk](mailto:recruitment@watermans.org.uk) or by post to Recruitment, Watermans, 40 High Street, Brentford, Middlesex TW8 0DS