**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 used 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 both 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.

**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 and any other necessary checks (eg. Right to Work in the UK, DBS (if appropriate)). 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 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 (current or expired) 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 passport card (current or expired) showing that the holder is a national of the Republic of Ireland.
3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
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 no limit on their stay in the UK.
7. A currentimmigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, 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 birth or adoption certificate issued 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.
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 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 currentBiometric 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 work in question.
3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. [deleted entry – refer to List B Group 2 No. 2]
6. A frontier worker permit issued under regulation 8 of the Citizens’ Rights (Frontier Workers) (EU Exit) Regulations 2020.
7. A currentImmigration 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.

**List B Group 2 – documents where a time-limited statutory excuse lasts for six months**

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (knowns as the EU Settlement Scheme) on or before 30 June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. 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.
4. 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.
5. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.

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

**EEA citizens**

The reference to EEA citizens here means EU, EEA and Swiss Citizens.

**Right to work checks for EEA citizens from 1 July 2021**

The majority of EEA citizens prove their right to work using the Home Office online services. To prove your right to work you will need to provide us with a share code and your date of birth, which will enable us to check your Home Office immigration status via the online service.

If you have been granted ‘Settled Status’ by the Home Office then you will have a continuous right to work.

If you have been granted ‘Pre-Settled Status’ by the Home Office, then you will have a time-limited right to work.

**The Rehabilitation of Offenders Act (1974) – 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 to 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 mid-scale arts centre situated on the banks of the Thames in Brentford, West London. It comprises a Theatre, Cinema, Gallery, smaller Riverside Gallery, two studios and a large River Terrace Bar which is also used for more informal events. It presents a year-round programme of high quality performance, visual arts and film in its venue, attracting audiences from across West London and further afield for its Gallery programme.

The organisation also delivers an extensive programme of participative arts activities in the community, a regular outdoor arts programme in Hounslow town centre, and contributes to the development of strategic initiatives to increase engagement in the arts.

Watermans’ mission statement is to inspire communities through creative practice.

Specifically, the organisation has three key goals:

1. to build an engaging and interactive programme with West London communities
2. to bring communities together through cultural participation
3. to promote engagement with innovative digital and new media arts practice

Watermans is rooted and directly engaged in its community, stimulating creativity and cultural participation, but also contributing to other aspects of community development through its work in education and learning, health and social care, regeneration and community cohesion. It delivers these programmes across Hounslow and in other boroughs across West and South London, principally through contracts with public sector agencies.

The organisation aims to offer a high-quality programme which is inclusive to as wide a public as possible and which positively seeks to engage those communities that typically do not access arts and cultural facilities. In addition to the wider community which regularly attends performances, exhibitions and the cinema, Watermans has prioritised work with children and young people, South Asian communities, disabled people, and people with mental health issues.

**APPLICATION FORM**

**POST APPLIED FOR CANDIDATE NUMBER**

**(office use)**

**SECTION A: PERSONAL DETAILS**

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

**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.

Click or tap here to enter text.

[Maximum 500 words]

**SECTION C: EMPLOYMENT**

Please give details of your current or most recent employment:

**Job title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Salary:** \_Click or tap here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

**Brief note of duties and responsibilities**

Click or tap here to enter text.

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

**Paid employment history.**

Please list below your previous paid work, starting with the most recent. To add another row, click the **+** button at the right of the table. Continue on an additional page if you need to.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date from** | **Date to** | **Employer and address** | **Position and duties** | **Salary** |
| Click or tap to enter a date. | Click or tap to enter a date. |  |  |  |

**Unpaid work and experience**

Please list below any relevant voluntary work or experience, starting with the most recent. To add another row, click the **+** button at the right of the table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date from** | **Date to** | **Employer and address** | **Position and duties** |
| Click or tap to enter a date. | Click or tap to enter a date. |  |  |

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

Please list below your education and relevant vocational or professional training/qualifications. To add another row, click the **+** button at the right of the table.

|  |  |  |
| --- | --- | --- |
| **Institution** | **Qualification(s)** | **Date of award** |
|  |  | Click or tap to enter a date. |

**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 employers 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 select 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):

Click or tap here to enter text.

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.

Click or tap here to enter text.

Thank you for taking the time to complete this form. Please check that you have answered all the questions fully and then upload it via the online portal.