# PRIVATE AND CONFIDENTIAL

**Design South East: application form**

Please complete each section of this application form. You can fill in this form in MS Word or print off a blank copy and write in black ink. To edit sections that do not have form fields, go to Tools/Unprotect Document. Please feel free to use as much additional space as necessary. If you are completing the form by hand and need to attach additional sheets, please make sure they are clearly marked showing your full name and the question number to which they relate.

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| **Section 1: PERSONAL DETAILS**  **(please note all of Section 1 will be removed from the application prior to shortlisting)** | | | | | |
| Title (Mr, Ms etc) | | | | | |
| Surname | | | First name(s) | | |
| Contact address | | | | | |
| Telephone (home) | Mobile | | | | Telephone (work) |
| Email | | | Please advise if you do not wish us to contact you at work. | | |
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| **ADDITIONAL DETAILS** | | | | | |
| Design South East is committed to equality of opportunity and as such will make all reasonable provision for applicants with disability and for applicants with children or dependants.  Please state if there are arrangements you would like us to make if you are called for interview (if you would rather discuss this in person, then this can be done while arranging interviews) | | | | | |
| Can you provide evidence of eligibility to work within the UK under the requirements of Section 8 of the Asylum & Immigration Act 1996 (such as P45, P60, National Insurance Card, Passport)? Yes ☐ No ☐  If you have a working/student visa, please state what type and how long it is valid for: | | | | | |
| Do you have an unspent criminal conviction? Yes ☐ No ☐  (If yes, please give brief details)  Please note: If the post for which you have applied is exempt from the provisions of the Rehabilitation of Offenders Act 1974, you will be required to complete a separate form. | | | | | |
| **REFEREES - REQUIRED**  Please supply details of two referees, excluding relatives, partners, friends. If you are in employment, one reference must be from your current employer. We will notify you if we intend to take up references prior to interview. All appointments are subject to the receipt of satisfactory references. | | | | | |
| Name:  Job Title:  Organisation:  Address:  Tel:  Email:  Relationship (e.g. line manager/university tutor):  May we contact this referee if you are shortlisted?  Yes ☐ No ☐ | | | | Name:  Job Title:  Organisation:  Address:  Tel:  Email:  Relationship (e.g. line manager/university tutor):  May we contact this referee if you are shortlisted?  Yes ☐ No☐ | |
| How did you hear about this position? | | | | | |
| **DECLARATION** | | | | | |
| In accordance with the Data Protection Act 1998 I give my consent for the information contained in this form to be processed in accordance with Design South East policy for the purposes of recruitment and employment. I understand that if appointed, this application form will become part of my personal file and that if I am shortlisted but not appointed it will be stored for up to one year then destroyed.  I declare that the information contained in this form is true and accurate. I understand that false information may lead to any offer of employment being withdrawn or my employment being terminated without notice. | | | | | |
| **SIGNATURE** | | **DATE** | | | |

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| **REASONS FOR APPLYING**  **Please state why you feel your skills and experience match the needs of Design South East, and what has drawn you to the post.** |
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| **PERSON SPECIFICATION**  Please read the job announcement carefully and address the **skills and behaviours** in the job summary, stating why your knowledge, skills and experience match what we are looking for. |
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| Please address the knowledge and experience points in the job summary, stating why your knowledge, **skills and experience** match what we are looking for. |
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Please return with an up to date CV and example of your writing (max 1000 words) by noon on Monday 2 November 2020.

Please return completed applications to: [martine@designsoutheast.org](mailto:martine@designsoutheast.org)

***Applications received after the deadline will not be considered.***