

# DorchesterArts

**Community Engagement Manager (maternity cover):** Application Form

**Please email the completed application form and any additional pages to [jobs@dorchesterarts.org.uk](mailto:jobs@dorchesterarts.org.uk)**

First Name	Surname/Family Name
Address	
Post Code	
Tel. (Home)	Tel. (work or mobile)
Email:	

Education (please start with the most recent)

Dates	School/College/University	Qualification and Grade

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Employment History (please start with your most recent post)

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Dates	Employer	Position/main duties	Reason for leaving & final salary

If currently employed what notice do you have to give?...

How many days sickness absence have you had in the past 12 months?...

Relevant training and professional qualifications (please continue on a separate sheet if necessary):

Please outline your suitability for the post:  
**(Please refer to the job description and person specification. Please do not attach a CV)**

*If you add extra sheets please ensure they are numbered and have your name on.*

Why are you applying for this post?

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Referees (one of which must be your current/most recent employer. If self-employed, you may use a client as a referee):

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Name:

Name:

*Position:*

*Position:*

Address:

Address:

Daytime Tel:

Daytime Tel:

Email:

Email:

(We will only contact your referees if your application is successful).

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

**I certify that the information given on this form is, to the best of my knowledge, true and complete, and can be treated as part of any subsequent contract of employment.  
Any false statement or omission may be sufficient cause for rejection or for an employment contract to be invalidated and the employee subject to disciplinary action or dismissal.**

Signed:

Date: