**VACANCY APPLICATION FORM**

**MishMash Productions**

|  |  |
| --- | --- |
| **PART ONE: YOUR PERSONAL DETAILS** | |
| Application for the position of: |  |
| *Please feel free to re-type this application form, maintaining the same question and page format, or to submit answers to the questions by video or audio file.* | |

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Personal Information** | | | |
| Name: |  | | |
| **Address:** |  | | |
| **Telephone No.:** |  | **Mobile No.:** |  |
| **Email Address:** |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2**. General Information** | | | | |
| When could you commence employment with us? | |  | | |
| Are you applying for the contract hours as advertised? | | Yes / No | | |
| If “No” – what would be your preferred working hours? | | | | |
| Do you have a suitable space for home-working? | | | Yes/No | |
| If “No” – what would be your preferred working arrangement? | | | | |
| CRIMINAL CONVICTIONS - 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) | | | | |
| **DO YOU HOLD A CURRENT FULL VALID DRIVING LICENCE? YES / NO** | | | | |
| **HAVE YOU HAD AN ENHANCED DBS CHECK WITHIN THE LAST 2 YEARS YES / NO** | | | | |
| **HOW DID YOU HEAR ABOUT THE JOB?** |  | | | |
| If you have specific access requirements for the interview, please tick this box and we will contact you to make arrangements. | | | |  |

|  |  |
| --- | --- |
| **3. Referees** | |
| Please provide the names of two referees who, wherever possible, should be previous employers with whom you have worked for at least one year. One of your referees should be your present/most recent employer. If you have not been previously employed then Head Teachers/College Lecturers/Course Leaders, etc, are acceptable as referees | |
| REFEREE 1 | |
| Name: |  |
| Address: |  |
| Telephone No.: |  |
| Email: |  |
| Job Title: |  |
| How long have they known you? |  |
| Is this your current employer? **YES/NO**  If this is your current employer, may we request a reference at any time?  **YES/Only after an offer of employment** | |
|  | |
| REFEREE 2 | |
| Name: |  |
| Address: |  |
| Telephone No.: |  |
| Email: |  |
| Job Title: |  |
| How long have they known you? |  |
|  | |

|  |
| --- |
| **4. Declaration** |
| I confirm that, to the best of my knowledge, the information I have given on this application form is correct and complete and that I understand any job offer is subject to satisfactory references. I agree that MishMash Productions has the right to validate any of the information provided by me on this form.  I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with MishMash Productions  Please note: If you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment process or, if appointed, to dismissal.  Signed ……………………………………………………………………………………………………………………………………………..……… Date …………………………………………….………………  If you are sending this application form via email you will be required to sign the form if you are invited to interview. |

**Submitting your application**

Please complete both forms – Part One (Personal Details) and Part Two (Personal Statement and work history).

Please return the completed 2 forms, (as a Word document or PDF) or audio/video file to [liz@mishmashproductions.co.uk](mailto:liz@mishmashproductions.co.uk) along with a copy of your CV by **5pm on Monday 13th March.**

All applications will be acknowledged by email.

MishMash Productions strives to be an equal opportunities employer, and would appreciate applicants completing the monitoring form.  An electronic version will be sent to you with your application acknowledgement.

**About your Personal Information**

MishMash Productions understands how important it is to protect your privacy and takes its responsibilities regarding the security of your information very seriously. We are committed to protecting your personal information and being transparent about what information we hold about you. We will only use any personal information you send us for the purposes for which you provide it, or where allowed by law.

We use your information in accordance of all applicable laws concerning protection of personal information, including the General Data Protection Regulation (GDPR) and Privacy & Electronic Communications Regulations (PECR).

Security of your personal information

We will put in place appropriate safeguards (both in terms of our procedures and the technology we use) to keep your personal information as secure as possible. We will ensure that any third parties we use for processing your personal information do the same.

Maintaining your personal information

MishMash Productions will use the information you provide in this form to process your application.

If your application is successful and you are appointed to the post, this form will be kept on your personnel file.

If your application is unsuccessful, your data will be kept on file for six months after the completion of the recruitment exercise, and then destroyed.

Your rights to your personal information

You have a right to request a copy of the personal information that we hold about you and to have any inaccuracies in this data corrected. We do not charge for this but reserve the right to charge a fee if additional information is requested that will incur excessive administration costs.

Contact details and further information

If you would like further details on how your information is used and stored, or would like to access, update or remove your data, please contact [liz@mishmashproductions.co.uk](mailto:liz@mishmashproductions.co.uk)