

APPLICATION GUIDANCE NOTES

Fantastic - you want to apply for one of our vacancies!

We want to help you submit the best application possible to increase your chances of getting an interview and have provided guidance notes below to assist you through the application form.

Short listing for interview is based solely on the information you provide on your application form, please do not include any information you wish to be considered in a covering email/letter.

You will need:

- **These Guidance Notes**
- **The Application Form** - this can be printed off and completed or completed electronically - make sure you save it!
- **Job Description** - details the overall purpose of the role and the main tasks expected of the role holder.
- **Person Specification** - details the knowledge, skills and experience required to do the job.

General Points

Please ensure you complete the 'Vacancy Applied for:' and Job Reference Number' details at the top of pages 1, 3, 5 and 7.

When completing each section of the application form, always refer to the 'Guidance Notes'. You may find it helpful to do a draft first.

Make sure you are aware of the closing date for the position you are applying for. Applications received after the closing date will not be considered.

There is further information on the recruitment process on page 5 in the Frequently Asked Questions section.

PAGE 1

Please complete all the details requested on page 1.

4. Eligibility to work in UK

It is a requirement that prior to your employment being confirmed you provide the company with confirmation of your eligibility to work in the UK.

PAGE 2

The details requested on page 2 have been positioned here so that pages 1 and 2 can be removed before the application is forwarded for short listing.

5. Criminal Convictions

The Brewery strives to be an equal opportunities employer and challenges all forms of unlawful and unfair discrimination. You are advised that the disclosure of a criminal conviction or binding over order will not necessarily bar you from applying for work within the Brewery as each case will be dealt with on its own merit and given full and fair consideration.

Under The Rehabilitation of Offenders Act 1974, you are required to give details of any criminal convictions which are not 'spent'. In addition, the Brewery also requires you to disclose any cautions and binding over orders that you have received in the last 12 months. **Failure to do so may render you liable to summary dismissal.**

Despite the above, certain posts still require that job applicants must disclose all criminal convictions and cautions whether or not they are 'spent'. If the post you have applied for is in this category you will be asked for further information during the recruitment process and will be required to go through a clearance check with the Disclosure & Barring Service (formerly the Criminal Records Bureau).

7. References

Please provide **full** details for your referees, including email address where possible.

Please state in what capacity each referee is acting, e.g. current employer. One of your references **must** be your present/most recent employer or, if this is your first job after leaving full time education, one of your tutors.

Generally we don't request references until after an offer has been made, but please indicate whether or not we can contact referees before the offer is made for clarity.

8. Confirmation of Details

Please read the declaration on the form and sign and date to confirm that the information that you have supplied is complete and truthful and that you agree to the information being processed and used by the Brewery for the purposes of recruitment, monitoring and (if appropriate) subsequent employment. If this is an electronic application, please place an X in the box. You will be asked to sign the declaration if you are invited to interview.

By supplying the information on this form you consent to its being processed for all employment purposes as defined in Data Protection legislation and its use in any verification checks that may be made. Further information can be found in our Privacy Notice for Applicants.

PAGE 3

9. Qualifications & Memberships

List your qualifications in this section ensuring that you do not miss any identified in the Person Specification or you may disqualify yourself at short listing. If you are awaiting results, give the expected grade and make clear that this result is still unknown. If called for interview you will be asked to provide evidence of your qualifications.

Please also give details of current Professional Membership or Apprenticeship.

Continue on a separate sheet if necessary, ensuring that you write the job reference number on the top of each page.

10. Training

List any training relevant to this post, even if undertaken outside of your formal employment.

Continue on a separate sheet if necessary ensuring that you write the job reference number on the top of each page.

PAGE 4

11. Current Employment

Please give details of your current or most recent employment. If this is your first job after leaving education, give the school or college's name in place of employer's name, and your date of leaving and disregard the other items.

12. Previous Employment

Please list your previous employment and any voluntary, part-time, casual and unpaid work **starting with the most recent**. You should try to make the information you give as full and accurate as possible.

You must include details of any gaps in employment.

Continue on a separate sheet if necessary ensuring that you write the job reference number on the top of each page.

PAGE 5

13. Further Information

This section of the application is very important, as this is where you demonstrate how you meet the requirements of the job.

Read through the Job Description, Person Specification and any supporting documentation to get a clear view of what the job involves and the ethos of our organisation. The person specification describes the necessary skills, experience and qualifications we are looking for. You can also find out more information on us in the ['About'](#) section of our website.

Please structure your application by reviewing the requirements on the Person Specification and detailing how your knowledge, skills and experience meet these requirements, using examples of how you have demonstrated the requirements in the past. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience (for example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time).

Please remember to include any additional skills, interests, or experience in the arts that you think may be relevant to working with us.

Continue on a separate sheet if necessary (maximum of two pages), ensuring that you write the job reference number on the top of each page.

PAGE 6

This page is intentionally blank so that page 7 can be removed from the application form. You can use this page for additional notes if you wish.

PAGE 7

14. Equal Opportunities Form

We are an equal opportunities employer, committed to ensuring that applicants are treated equally regardless of age, disability, family responsibilities, marital status, race, colour, ethnicity, nationality, religious belief, gender, sexual orientation, trade union activity, irrelevant criminal convictions, other irrelevant criteria

The questions on this form are in line with the ACAS template monitoring form and enable us to give the Arts Council England statistics they require for our funding application.

This section of the application form is removed prior to short listing.

FREQUENTLY ASKED QUESTIONS:

Do you accept speculative applications?

No – we would like you to apply for vacant roles which require the skills, knowledge and experience which match your own.

Who do I contact if I have a question about recruitment?

Please contact Jenny Shaw, HR & Admin Officer on 01539 722833 Ext 277 or email jenny.shaw@breweryarts.co.uk

I have recently applied for a post – what will happen next?

If you are successfully shortlisted we will contact you within two weeks of the closing date to tell you what will happen next.

If you do not hear from us within two weeks you should normally presume that your application has not been successful on this occasion.

How long is the process likely to take?

This is likely to vary depending on the nature of the role. From closing date to a decision being made could be anywhere between one and six weeks.

I have a disability – will my application be considered?

We welcome applications from everyone. All applications will be sifted based on the skills, knowledge and experience of the applicant.

Will I be able to get feedback?

Unfortunately, due to time restraints and the volume of applications we are unable to give applicants feedback.

How will you look after my personal information?

For full details of how we use and process your personal information please refer to our Privacy Notice which is available on job posting or can be requested from admin@breweryarts.co.uk

PLEASE SEND COMPLETED APPLICATION FORMS

By Email to admin@breweryarts.co.uk

By Post to HR & Admin Department, Brewery Arts Centre, 122a Highgate, Kendal, LA9 4HE (please ensure that the correct postage is affixed, in line with current postal charges. If in doubt, you will need to go to a Post Office to check. If the postage is underpaid your application form will be held up by the Post Office and may not reach us before the closing date)

If you have any further questions please contact the HR & Admin Department on 01539 722833 Ext 277 or email admin@breweryarts.co.uk

Thank you for your interest and good luck with your application!