

Sydenham Arts.

Application Form- Programme Coordinator, Sydenham Arts

Thank you for your interest in applying for the role of Programme Coordinator at Sydenham Arts. To apply, please follow the information below and complete all relevant information before returning your application.

Application Process

Sydenham Arts are committed to an open and accessible application process.

All applicants must complete the **Personal Information form (including Personal Statement), Equality and Diversity Form** and **attach their CV**.

Applicants may submit their Personal Statement in **one** of the following formats:

1. **A written Personal Statement** (as part of this form) explaining why you think you are a suitable candidate, in relation to the Job Description, Person Specification and your relevant experience.
2. **A voice recording, up to 4 mins**, explaining why you think you are a suitable candidate, in relation to the Job Description, Person Specification and your relevant experience.
3. **A video of yourself, up to 4 mins**, explaining why you think you are a suitable candidate, in relation to the Job Description, Person Specification and your relevant experience.

The deadline for applications is 11:59pm, Sunday 10th October. Applications received after this time will not be considered.

You can return your applications FAO Sydenham Arts Board, by email or post:

Email: james.hodgson@sydenhamarts.co.uk

Post: Sydenham Arts
The Sydenham Centre,
44a Sydenham Road,
London SE26 5QF.

Phone: 020 8778 6463 (we are currently working remotely so may take a few days to respond to phone calls/messages)

If you require any assistance with your application, or need this information provided in another format, please contact james.hodgson@sydenhamarts.co.uk and we will happily assist you.

How your application is processed

We will consider all applications following the deadline, and make decisions based on the information you provide. All applicants will be assessed on their own merit. We will score applicants against the criteria outlined in the Job Description and Person Specification. We will then shortlist high-scoring candidates for interview. Should your application be successful, we will be in touch to arrange an interview. Following the completion of all interviews, we will assess each candidate, and will let you know whether you have been successful in your application to the position of Programme Coordinator.

PERSONAL INFORMATION FORM

Please complete all sections of this form.

Personal Details

Surname	
Forenames	
Title	
Address:	
Post Code:	
Email	
Phone/ Mobile no.	

Access requirements for Interview

It would be useful to know if you have any access support needs for interview. Please indicate below. This information has no bearing on the recruitment process other than to facilitate interviews.

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Criminal Convictions

As this work will bring you into contact with vulnerable adults and/or children, it will be necessary for you to have a Disclosure & Barring Service check prior to working with Sydenham Arts. We will arrange for this check to take place and will cover all related costs. Please note that if you are unwilling to undertake this check, or there is found to be a concern with the result, it will not be possible for you to work for Sydenham Arts.

Do you have any current convictions which have not been spent under the Rehabilitation of Offenders Act 1974? **Yes** **No**

If yes, please give details:

Please note that these will not necessarily disqualify you from carrying out this post.

If your application is successful, do you agree for us to carry out an Enhanced DBS Check as part of the recruitment process (please note, selecting 'No' will disqualify you from the application process)? **Yes** **No**

Declaration

Please note any false information given in this application will invalidate any resulting job offer.

I consent to Sydenham Arts holding the data above and confirm to the best of my knowledge that the information given on this application form is true and correct and can be treated as part of any subsequent contract of employment:

Name:

Signature (Digital signing accepted):

Date:

Personal Statement – Please explain in no more than 2 sides of A4 why you think you are a suitable candidate for this post. Refer to the Job Description and Person Specification to help you complete your statement.

Personal Statement cont.