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| **APPLICATION FORM – NON-TEACHING POSTS**  **CONFIDENTIAL**  **This information can be made available in other formats – please let us know about any specific needs you have**   |  |  | | --- | --- | | **Application for appointment as:** |  |  |  |  | | --- | --- | | **Application Reference Number** (to be completed by HR)**:** |  | | | |
| **PERSONAL DETAILS** | | |
| Surname: | First name(s): | |
| Home Address: | Title: (Mr/Mrs/Ms/Miss/Mx/other) |  |
|  | Daytime Tel No: |  |
|  | Mobile No: |  |
|  | Email address: |  |
| Postcode: | Do you need a work permit? | \*YES/NO |



\*Please delete as appropriate

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| To the best of my knowledge and belief the information supplied by myself is correct |
| **Signed........................................................ Date....................................** |

Note: To ensure, as far as possible, that the staff recruitment process is fair and equitable, this front

sheet is detached from the rest of the application form before it is passed to the shortlisting panel

**Our Privacy Notice for Job Applicants is supplied at back of the application form**

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| **Application Reference Number** (to be completed by HR)**:** |  |

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| EMPLOYMENT DETAILS Please give details of your present or most recent employment | | |
| Employer’s name: | Job Title: |  |
| Date Appointed: |  |
| Notice Required or date employment ceased: |  |
| Employer’s address: | Reason for leaving (if no longer with this employer): |  |
| Hours per week: |  |
| Basic Salary: |  |
| Bonuses/Allowances:  (Guaranteed) |  |
| Bonuses/Allowances:  (Not Guaranteed) |  |
| Brief outline of duties and responsibilities: | | |

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| --- | --- | --- | --- | --- |
| EMPLOYMENT HISTORY Most recent employment first. Give Date/Month/Year for dates | | | | |
| Employers name and address: | Job title and an outline of duties: | From:  **DD/MM/YY** | To:  **DD/MM/YY** | Reason for leaving: |
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| EMPLOYMENT HISTORY (Continued) Most recent employment first. Give Date/Month/Year for dates | | | | |
| Employers name and address: | Job title and an outline of duties: | From:  **DD/MM/YY** | To:  **DD/MM/YY** | Reason for leaving: |
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| EDUCATION AND TRAINING Give Month/Year for dates | | | |
| Please note: we ask all successful candidates to provide original certificates evidencing qualifications claimed in this section. Please do not list qualifications here if you think you would have difficulty providing evidence of your qualifications as failure to provide them would lead to the withdrawal of any job offer. | | | |
| School, College or University attended: | From: | To: | Qualifications / Results achieved: |
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| --- | --- | --- | --- |
| Membership of Professional Bodies: | Year of Admission: | Admission by Exam? | Details of course: |
|  |  |  |  |
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| --- | --- |
| Any other courses attended: | Date: |
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| Do you hold a current and full driving licence? | YES/NO |
| Are you related to any senior member of the Institute staff or LIPA Council Director? | YES/NO |

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| --- | --- |
| **REFERENCES** | |
| Please give names, job titles, company names, business addresses, work emails and work telephone numbers of your two most recent employers who can be contacted for information relating to your work, one of which must be your current or most recent employer. **References must cover at least your last two years work history.**  May we approach your referees without further permission from you? **YES/NO** | |
| **First Referee** | **Second Referee** |
| Name and title: | Name and title: |
| Job title (if appropriate): | Job title (if appropriate): |
| Company name: | Company name: |
| Business address: | Business address: |
| Work email: | Work email: |
| Work telephone number: | Work telephone number: |
| Relationship to you (e.g. manager etc): | Relationship to you (e.g. manager etc.): |

|  |
| --- |
| **INFORMATION IN SUPPORT OF YOUR APPLICATION** |
| Please include any further information which you believe is relevant to your application. Continue on a separate sheet if necessary |
|  |

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| To be returned to:  **Personnel Recruitment**  **The Liverpool Institute for Performing Arts** Mount StreetLiverpool **L1 9HF**  **Or email to recruit@lipa.ac.uk**  by the closing date specified on the advert. |

**LIPA -** a registered charity No. 1001565 aiming to be an equal opportunity employer providing education and training in the Arts and Entertainment Industry.

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**EQUALITY AND DIVERSITY MONITORING FORM**

LIPA is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of its equal opportunities policy, and for no other reason, please answer the following questions by ticking boxes as appropriate. This information will be detached before your application is passed on for shortlisting.

|  |  |
| --- | --- |
| **Name:** |  |
| **Post applied for:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  |  |  |

**Ethnicity**

What is your ethnic group? Please choose one section, then tick the appropriate box to indicate your cultural background:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Asian or Asian British** | | **Mixed** | | |
| **Bangladeshi** |  | **White and Asian** | |  |
| **Indian** |  | **White and Black African** | |  |
| **Pakistani** |  | **White and Black Caribbean** | |  |
| **Any other Asian background** |  | **Any other Mixed background** | |  |
| **Black or Black British** | | **White** | | |
| **African** |  | **British** |  | |
| **Caribbean** |  | **Irish** |  | |
| Any other Black background |  | **Any other White background** |  | |
| **Chinese or other ethnic group** | | If you have ticked ‘Any Other’ – please describe you ethnicity here: | | |
| **Chinese** |  |
| **Any Other** |  |

**Nationality**

Which one of the following statements about disability is most appropriate to you?

|  |  |
| --- | --- |
| **Nationality** |  |
| **National identity (if different)** |  |

eg British/Welsh

|  |  |  |  |
| --- | --- | --- | --- |
| **I am disabled** |  | **I am not disabled** |  |

**Disability**

**Gender**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Female** |  | **Male** |  | **Other\*** |  |

**\*** eg. Transitioning

**Age**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of birth** |  |  |  |

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| **Where did you see this vacancy advertised? (please tick whichever box applies)** | | | | | |
| **LIPA Website** |  | **Social Media** |  | **The Stage** |  |
| **Other Website** |  | **jobs.ac.uk** |  | **Jobcentre+** |  |
| **Word of Mouth** |  | **Other** (please specify): | | | |

**Thank you for your assistance in completing this form**

**Privacy Notice for Job Applicants**

As part of our staff recruitment process, we collect, process and store personal information about you.

**Why do we collect your personal information?**

In order to manage your application, we need to process certain personal information about you.

We only process your information as necessary for the purposes of progressing your application or as required by law or regulatory requirements.

Your provision of personal information is voluntary and you determine the extent of information you provide to us. However, please note that if you decide not to provide information, it may affect our ability to consider you for employment.

**What personal information might we process?**

During the recruitment process we capture some sensitive personal data about you (e.g. disability information). We do this in order to make reasonable adjustments to ensure as many people as possible can apply for jobs with us and to ensure that we comply with regulatory obligations placed on us with regard to our recruitment process.

**Who do we share your personal information with?**

Your personal information will be seen only by specific staff in the HR Department, the shortlisting panel (anonymised) and the interview panel.

Some of your information may be shared externally if it is necessary or required (for example in order to carry out psychometric testing).

**How do we protect your information?**

Our HR and Recruitment systems are protected to ensure that unauthorised or unlawful processing of personal information, accidental loss or destruction of, or damage to, personal information does not occur. This is done in accordance with our ICT Security Policy.

Your personal information will be retained for no longer than six months before being destroyed. We keep this information for this period to enable us to respond to any complaints (e.g. bias, discrimination) which may arise after the recruitment process has been completed.

**Your Rights**

You are entitled to see the information we hold about you.

**Criminal records checks**

Given the nature of our business, we have legal and regulatory obligations to ensure that, for a number of positions, the people we employ do not have a criminal record.

We therefore ask questions about any prior civil or criminal proceedings you may have been subject to and may also conduct criminal record checks.

These checks are only performed on candidates who have been selected for a role. Your consent will be requested before screening checks are performed.

**Processing Conditions**

Our entitlement to process your personal information is governed by a number of processing conditions. This means that we may rely on more than one of these conditions in order to process elements of your personal information throughout the recruitment process:

* We will process your personal information in the administration of your application;
* We will also process your personal information where it is required by law or regulation.

You are responsible for the information you provide or make available to us, and you must ensure it is honest, truthful, accurate and not misleading in any way.

Our full Privacy Notice for job applicants is posted on the Working Here page of our website.

If you have any queries about this notice or your personal information generally, including questions about accessing your personal information or correcting it, you should contact our HR Department in the first instance ([HR@lipa.ac.uk](mailto:HR@lipa.ac.uk)).

**Information on Recruitment Checks**

LIPA will undertake all of the DfE pre-employment checks outlined in the statutory guidance, Keeping Children Safe in Education for all positions in LIPA 4:19 and relevant positions in LIPA HE.

**DBS Check**

LIPA is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

More information about what will be filtered and will not appear on a DBS certificate can be found on the Government website.

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact NACRO or Unlock for impartial advice.

For posts in regulated activity, the DBS check will include a barred list check.

It is a criminal offence to apply or accept a position (paid or unpaid) working with children in regulated activity if you are excluded from such work by virtue of a court order or exclusions by the DBS.

**Criminal Record Self Disclosure**

You may be asked for further information about your criminal history during the recruitment process. We will not ask for any criminal records information unless you are shortlisted for interview. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. Any convictions shared by self-declaration or those listed on a DBS check will be considered on a case-by-case basis.

**Overseas Checks**

If you’ve lived or worked outside of the UK for 12 months or more in the last 10 years, we will require additional information in order to comply with ‘safer recruitment’ requirements.

**Right to Work in the UK**

LIPA will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

Any job offer will be conditional on the satisfactory completion of all necessary pre-employment checks, including those as set out in Keeping Children Safe in Education, if applicable to the post.