

Volunteer Application Form

ARTS MENTOR



You may return this form by post or email:

Koestler Arts Centre
168a Du Cane Road
London, W12 0TX

Email: ellie@koestlerarts.org.uk
Tel: 020 8740 0333

Please mark the envelope or email:

“Volunteer Application - Arts Mentor”

- Closing Date:** There is no closing date; we accept applications on a rolling basis and will advise you of when we will next be running training when we acknowledge your application.
- Shortlisted candidates:** Candidates shortlisted for interview will be contacted once training dates are set.
- Interviews:** Interviews take place in advance of training and will normally require you to come to the Koestler Arts Centre in London (travel expenses will be reimbursed).
- The application form:** Before completing this form, please read the person specification and our ‘Frequently Asked Questions’ document. Further information on our work can be found on our website (or contact us for printed materials if you have no internet access.)
- CVs:** You may submit a CV, but we will assess your application solely on the information given in your application form
- Recruitment monitoring:** Koestler Arts is committed to equality of opportunity and welcomes applicants from all sections of the community. To help us monitor our recruitment, please also complete the recruitment monitoring sheet attached to the application form. This will be detached from your application before the short-listing process, and kept anonymous.

Koestler Arts
Registered Charity No.1105759
Company Limited by Guarantee, Registered in England No. 04961363
www.koestlerarts.org.uk

APPLICATION FOR ARTS MENTOR

1. PERSONAL DETAILS

Forenames

Family name

Contact address

Postcode

Home telephone

Work telephone

Mobile telephone

E-mail address

Are any employees or Trustees of Koestler Arts personally known to you?
Yes/No If yes, please provide details

2. CURRENT OR MOST RECENT EMPLOYMENT (PAID OR UNPAID)

Name and address of employer

Job title

Type of organisation (e.g. arts institution, local authority, charity)

Date of appointment to this job

Please briefly outline your duties

Multiple horizontal dotted lines for writing duties.

3. PREVIOUS EMPLOYMENT / VOLUNTARY WORK

Please start with your most recent employment and explain any time when you were not in employment (e.g. because of travel, child care or unemployment)

Dates from - to	Name of employer	Job title and responsibilities	Full or part time?

4. EDUCATION & TRAINING

Please give details of any educational qualifications, starting with the most recent

Dates (from - to)	Name of school, college etc	Any qualifications obtained

Please give details of any relevant work-related training you have undertaken, starting with the most recent;

Date	Name and length of course	Subjects covered

5. ARTS EXPERTISE & SUPPORTING STATEMENT

Please state YOUR MAIN AREA OF ARTS EXPERTISE e.g. fine arts, drawing, sculpture, poetry etc.

Please indicate, by ticking the appropriate box, which other art form(s) you work in or wish to develop:

- | | | |
|--|---|--|
| <input type="checkbox"/> Craft | <input type="checkbox"/> Needlecraft/Textiles | <input type="checkbox"/> Poetry |
| <input type="checkbox"/> Drawing | <input type="checkbox"/> Painting | <input type="checkbox"/> Pottery |
| <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Pastels | <input type="checkbox"/> Prose - Fiction & Non Fiction |
| <input type="checkbox"/> Magazine Design | <input type="checkbox"/> Photography | <input type="checkbox"/> Sculpture |
| <input type="checkbox"/> Music & Performance | <input type="checkbox"/> Playwriting for radio/stage/TV | <input type="checkbox"/> Watercolour painting |

Addressing **in turn** each of the numbered points set out in the ‘**person specification**’, please explain in your own words why you are interested in this job, and what particular experience, knowledge, skills, abilities and values you would bring to it if appointed. You may insert 3 extra pages for this section of the application.

6. REFEREES

Please give the full name and address of two referees who can comment on your skills and abilities for this position. If you are or have been employed, please ensure that one of them is your current or past employer. Your referee must be someone who has known you in a recent professional capacity e.g. lecturer, doctor etc - family members are not acceptable. References will be taken up as soon as possible and selection will depend upon receipt of satisfactory references.

Referee 1	
Name	
Job Title & Organisation	
Address	
Phone Number	
Email	
How do they know you?	
May we request a reference at : <input type="checkbox"/> any time <input type="checkbox"/> only after offer	

Referee 2	
Name	
Job Title & Organisation	
Address	
Phone Number	
Email	
How do they know you?	
May we request a reference at : <input type="checkbox"/> any time <input type="checkbox"/> only after offer	

7. OTHER INFORMATION

If you have a **disability**, are there any arrangements which we can make for you should you be called for an interview? (e.g. sign interpreter, audiotape etc) Yes No
If yes, please specify

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8. GUARANTEED INTERVIEW SCHEME

If you have been in prison or on a community sentence in the last 2 years and would like to apply through our **guaranteed interview scheme for ex-offenders*** (if we feel you meet all the 'essential' person specification points), please tick here:

*please see the 'criminal convictions self-declaration form' for our policy on offences that may exclude people from working with the Trust.

9. CRIMINAL CONVICTIONS SELF DECLARATION

We recognise the contribution that former or ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying

Criminal record declaration

Do you have any convictions, cautions, reprimands or final warnings which are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?
Y/N _____

If you have answered yes, you now have **two** options on how to disclose your criminal record.

Option 1: Please provide details of your criminal record in the space below.

Option 2: You can disclose your record under separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to this form OR you can choose to disclose at interview. The envelope should be marked **CONFIDENTIAL** and state your name and the details of the post.

I have attached details of my conviction separately _____ (Please mark with an X if appropriate.)

10. CONFIRMATION

I confirm that the details in this application are correct and complete.

Signature

Date

If you are sending this form by email, you will be asked to sign it if you are invited for interview

Please complete the monitoring form on the following page, keeping it detached from the rest of your application. Or if emailing, on an odd numbered page

10. MONITORING (do not print on other side of this form)

To help us monitor our recruitment, please also complete the following information. This sheet will be detached from your application before the short-listing process and kept confidential and anonymous.

Personal Information

Post applied for:.....

Age:

Gender: Female Male

How would you describe your Ethnic Group? (Please tick the appropriate box)

White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other white background	Mixed <input type="checkbox"/> White & black Caribbean <input type="checkbox"/> White & black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Any other mixed background	Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background
Black or Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other black background	Other Ethnic Groups <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Ethnic group	

Have you been convicted of a criminal offence in the last 2 years?

Yes/No

Disability

Under the definition provided by the Disability Discrimination Act 1995 (having a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities), do you consider yourself to be disabled? Yes/No

Please give further details, if you wish to do so:

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How do you identify your sexual orientation?

Bisexual Gay/Lesbian Heterosexual Prefer not to say

How did you find out about this role?

Please specify the source/publication/website

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