



## Volunteer Application Arts Mentor

If you have any questions about the application process, please contact us on the below details. You can also return your application to us via email or post.

Email: [ellie@koestlerarts.org.uk](mailto:ellie@koestlerarts.org.uk)

Tel: 020 8740 0333

Koestler Arts Centre

168a Du Cane Road, London, W12 0TX

- 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](http://www.koestlerarts.org.uk)

## APPLICATION FOR ARTS MENTOR

### 1. PERSONAL DETAILS

Name

Contact address

Postcode

Contact Number

E-mail address

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

We want to make sure we give each volunteer the right opportunity, so we only recruit as and when they are needed. This means that we might not have any opportunities available in your area when you enquire. If this happens, are you happy for us to keep your details for 12 months?  
Yes/No

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

Name and address of employer

Job title

Date of appointment to this job

Please briefly outline your duties

### 3. ARTS EXPERTISE & SUPPORTING STATEMENT

Please state YOUR MAIN AREA OF ARTS EXPERTISE e.g. fine arts, performance, 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          |

If you are able to provide links to examples of your work via a website or similar, please provide details below

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 becoming an arts mentor, and what particular experience, knowledge, skills, abilities and values you would bring to a mentor position. You may insert 3 extra pages for this section of the application.

#### 4. PREVIOUS EMPLOYMENT, VOLUNTARY WORK, RELEVANT TRAINING & EDUCATION

Please provide details of any relevant previous employment, voluntary positions, educational qualifications and training applicable for this role

Dates from - to	Name of employer/ College or University/course provider	Job title and responsibilities/ Course Title	Full or part time?

#### 5. OTHER INFORMATION

Koestler Arts are committed to equal opportunities. 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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## 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 only be taken up after you have been interviewed by us and invited to our mentor training.

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. CONFIRMATION

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

Signature	Date
<i>If you are sending this form by email, you will be asked to sign it if you are invited for interview</i>	

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

**8. 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:

How did you find out about this role?

Please specify the source/publication/website

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

**White**

- ☐ British
- ☐ Irish
- ☐ Any other white background

**Mixed**

- ☐ White & black Caribbean
- ☐ White & black African
- ☐ White & Asian
- ☐ Any other mixed background

**Asian or Asian British**

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other Asian background

**Black or Black British**

- ☐ Caribbean
- ☐ African
- ☐ Any other black background

**Other Ethnic Groups**

- ☐ Chinese
- ☐ 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:

How do you identify your sexual orientation?

Thank You