

|  |
| --- |
| A picture containing text, clipart  Description automatically generated**Application Form: Education Officer** |

|  |
| --- |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**Please note that the closing date for this role is Thursday 3rd February at 5pm Please return by email to shauna@derryplayhouse.com. |

|  |
| --- |
| Section 1 Personal details |

|  |  |
| --- | --- |
| Position Applied for:  | Education Officer |
| Title: |       | Last Name: |       |
| First Names: |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       |
|  |       |

|  |  |
| --- | --- |
| Postcode: |       |
|  |
| Home Telephone Number: |       |
| Mobile Telephone Number: |       |

|  |  |
| --- | --- |
| E-mail address: |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you eligible to work in the UK? | Yes | ☐ | No | ☐ |

|  |
| --- |
| Please state any dates you are unavailable for interview: |

|  |
| --- |
| Section 2 Rehabilitation of Offenders Act |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have any unspent convictions or conditional cautions? | Yes | ☐ | No | ☐ |

|  |
| --- |
| If yes, please give details / dates of offence(s) and sentence |

|  |
| --- |
| Section 3 Special Requirements |

|  |
| --- |
| Please list below any special requirements or reasonable adjustments if you are disabled that you may have if you are called to interview.        |
|  |

|  |
| --- |
| Section 4 Education |

|  |  |  |
| --- | --- | --- |
| Level(I.e. GCSE, Btec, NVQ, Degree etc.) | Subject studied | Grade |
|  |  |  |

**MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |
| --- | --- |
| **Name of professional body** | **Grade Of Membership (Where appropriate)** |
|  |  |

|  |
| --- |
| Section 5 Employment Record |

Please list chronologically, starting with current or last employer

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address of Employer | Date From:  | Date To: | Job Title/Job Function/ Responsibilities: | Salary and Reason for Leaving |
|  |  |  |  |  |

|  |
| --- |
| Section 6 Tell us about you |
| Please tell us how you meet the essential skills and experience.* Experience and track record of developingand coordinating arts based learning and participation activities in one of the following areas: schools, universities, technical colleges, community settings.
* A third Level qualification in a relevant or related discipline.
* Experience recruiting artist educators and participants.
* Experience of administrating courses and activities including registration, induction, assessment, finance and verification.
* Experience of highly effective relationship management within an arts, educational or related field.
* Experience and understanding of best practice in children and vulnerable adult safeguarding
* Managing budgets.
* Highly developed written and verbal communication skills.
* Competent and confident on MS office systems

*Continue on additional sheets as necessary* |
|  |

|  |
| --- |
| Please tell us how you meet the desirable skills and experience. * At least 3 year’s experience in developing and coordinating learning and participation activities in one of the following areas: schools, universities, technical colleges, arts, community settings.
* At least 3 year’s experience of administrating courses and activities including registration, induction, assessment, finance and verification.
* Experience coordinating volunteers
 |
|  |

|  |
| --- |
| Please tell us how you meet the essential attributes.* Collaborative and excellent team player
* Attention to detail
* Learner focused with high level of emotional intelligence and empathy
* Attentive listener.
* Confident with a variety of stakeholders regardless of seniority.
* Able to work independently and manage a varied and diverse project portfolio.
* Commitment to the mission and values of The Playhouse.
 |
|  |

|  |
| --- |
| Please tell us how you meet the desirable attributes. * Well developed coaching and relationship building skills with the ability to motivate and inspire others.
 |
|  |

|  |
| --- |
| Please use this space to provide any additional information demonstrating how you meet the essential and desirable criteria where you may not have had he opportunity to do so within this application form. |
|  |

|  |
| --- |
| Section 7 References |

|  |
| --- |
| Please give the names and addresses of your two most recent employers, one being your current employer if you are currently in employment (if applicable). If you are unable to do this, due to this being your first employment please use an educational tutor as your referees.  |

|  |  |  |
| --- | --- | --- |
| Reference 1 |  | Reference 2 |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | Name: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Their Position (job title): |       | Their Position (job title): |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Work Relationship: |       | Work Relationship: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation: |       | Organisation: |       |
| Dates Employed: | From:        | To:       | Dates Employed: | From:        | To:       |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |       | Address: |       |
|  |       |  |       |
|  |       |  |       |
|  |       |  |       |
| Postcode |       | Postcode |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No: |       | Telephone No: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| E-mail: |       | E-mail: |       |

|  |
| --- |
| Section 8 Declaration |
| I confirm that the information provided in this application is truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.  |
|  | Signed: |  | Date: |  |  |
| The Playhouse will process the personal data that you have supplied on this application form in accordance with the terms of the privacy notice for job applicants which is included with your recruitment pack. The Company will only process your personal data where it has a lawful basis for such processing. |