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| **Name of Applicant:**  |  |

Thank you for your interest in this position. To apply, please complete the Application Form, and separate Monitoring Form. You can submit this as a written application or provide your answers via an audio recording. If providing an audio recording, please ensure you state which question you are answering before each answer, and stick to the word limits on certain questions.

The decision to shortlist will be based solely on the information you provide in this Form.

**Application Process:**

* Please submit completed Application by **10pm** on **Sunday 28 July 2024**, to recruitment@crescentarts.org Please include **‘Coordinator Application’** in the subject line. We will acknowledge receipt of Applications.
* We expect interviews to take place on/around **1 – 2 August 2024.**
* We are planning face to face interviews at The Crescent. Should this not be possible we will use Zoom.
* We will discuss accommodating access needs at interview stage
* If you would like any more information about the role, or an informal chat, do join us on **Thursday 25 July** between **4.30 and 6.30pm** for an **Open Day at The Cresncet** – some of the team will be on hand to answer any questions (This is not a structured session - there are no presentations – it’s for you to ask questions informally before the application deadline)
* Please refer to the ‘About Us’ document on The Crescent’s website

**Section 1: Personal Details**

|  |  |
| --- | --- |
| **Surname** |  |
| **Forename (s)** |  |
| **Address** |  |
| **Tel. No (daytime)** |  |
| **Tel. No (evening)** |  |
| **Email Address** |  |

**Section 2: Employment and Voluntary Experience**

If you have an employment history, please share it with us, including any voluntary positions relevant to the Job Description

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| --- | --- | --- |
| Dates From/To (Month/Year) | Name and Address of Employer | Role Title; Key Responsibilities and Achievements |
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**Section 3: Training and Qualifications**

Please give details of an qualifications, training or courses that might be relevant to the Job

Please note that we are not asking for a list of qualifications gained at school, or in further education. We are asking for information you want to share about experience as relevant to the Job Description.

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| --- | --- | --- |
| Dates | Training Provider | Qualifications or certificates (if any), or Brief Description |
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**Section 4: Statement of Interest**

Please explain how you meet the Criteria as outlined in the Job Description and Person Specification. Please provide specific examples to show how you meet the

Specific and Desirable Criteria for this position.

**Please note that the Selection Panel will only see this section (4) of your application and can shortlist candidates based only on the information in this section. Please ensure you provide all relevant information to demonstrate how you meet essential and desirable criteria even if you have stated it elsewhere in your application.**

Maximum 800 words.

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Referees: We do not plan to take up references before interview.