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| **Name of Applicant:**  |  |

Thank you for your interest in this position. To apply, please complete the Application Form, separate Monitoring Form and Declaration 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 adhere 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 **5pm** on **Thursday 31st July 2025** to careers@crescentarts.org
* Please include ‘**Customer Services Team Application**’ in the subject line. We will acknowledge receipt of Applications.
* We expect interviews to take place between **Monday 11th August** and **Wednesday 20th August 2025**.
* The successful candidates must be available to start training week commencing **25th August** or **1st September 2025**.
* We are planning face to face interviews at The Crescent. We will accommodate any access needs at interview stage.
* We will discuss accommodating any job access needs at interview stage.
* If you would like an informal and confidential chat, please email Sheelagh Johnston at csm@crescentarts.org
* 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**

Please give detail your employment history, including any voluntary positions relevant to the Job Description and Person Specification

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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 relevant qualifications, training or courses

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 and Person Specification.

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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 tell us 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.