

| **CREATIVE ARTS ADMINISTRATION DEVELOPMENT SCHEME (CAADS)** |
| --- |
| **Application Form** |

| **1** | **IMPORTANT INFORMATION** |
| --- | --- |

This form is for applying to any of the 5 roles available on the CAADS Scheme. Please make it clear in the first box which role you are applying for. Candidates applying for multiple roles will need to fill out a form for each separate job application.

| **2** | **APPLICATION** |
| --- | --- |

| [All relevant information to be put on this form, CVs will not be accepted]  Please ensure that you fully complete all sections of the application. | | |
| --- | --- | --- |
| **Role you are applying for:**  [Please use the full job title] | | |
| Title: |  | Surname: |
| Date of birth: | | Forename: |
| Preferred name: |
|  | | National Insurance Number: |
| Address and Postcode: | | Telephone number(s):  Home:  Mobile:  Email address: |
| Under the Immigration, Asylum and Nationality Act 2006 proof of entitlement to work in the United Kingdom is required before commencing employment.  Applicants for this role must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.  Please tick the relevant box to confirm that you have the necessary permissions to work legally in the United Kingdom in the capacity of these posts?  YES ☐  NO ☐  Before commencing employment you will be required to produce original documentary evidence indicating that you have the right to work in the UK, and we will keep copies of the documents.  More information can be found here: <https://www.sheffield.ac.uk/ssid/immigration/during-study/work-during-study>  If you have any questions, Student Support Information Desk should be able to help you:  <https://www.sheffield.ac.uk/ssid> | | |

| **5b** | **APPLICATION – EDUCATION** |
| --- | --- |

| Starting with the most recent, please provide details of all qualifications, including details of any current study and predicted results. | | | |
| --- | --- | --- | --- |
| Name of educational  establishment | Dates of attendance | Qualifications obtained, attainments, examinations pending | |
|  |  | Subject/qualification | Result |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| **5c** | **PREVIOUS EMPLOYMENT AND WORK EXPERIENCE** |
| --- | --- |

| Starting with the most recent, please provide details of any relevant work experience, employment, and volunteering experience. | | | |
| --- | --- | --- | --- |
| Name and address of organisation | Dates of employment, engagement | Job title | Brief description of role/responsibilities |
|  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| **5d** | **PERSONAL STATEMENT AND SUITABILITY FOR THE POST** |
| --- | --- |

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Look at the job description and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on to a separate sheet as necessary.

|  |
| --- |

| **6e** | **ADDITIONAL INFORMATION - OVERSEAS EMPLOYMENT AND EDUCATION** |
| --- | --- |

This section is not mandatory. We understand that some applicants may have lived, studied or worked abroad in countries where ongoing events, traditions and regulations mean that your employment or educational history is significantly different from what would normally be expected in the UK. If you would like to let us know about anything of this nature, please detail it below.

|  | |
| --- | --- |
|

| **5e** | **REFERENCES** |
| --- | --- |

| Please supply the names and contact details of two people who we may contact for references.  We understand that some candidates who have worked or studied abroad may have difficulties finding suitable referees - please contact us if this is the case. This will not affect your application.  At least one referee must be a current personal tutor or departmental contact if you are a current student and will be studying during the year you would be working for us. | |
| --- | --- |
| Referee 1 | Referee 2 |
| May we contact prior to interview?  YES ☐  NO ☐ | May we contact prior to interview?  YES ☐  NO ☐ |

| **5f** | **DECLARATION** |
| --- | --- |

| I confirm that the information I have given on this application form is true and correct to the best of my knowledge | | |
| --- | --- | --- |
| Signed: |  |  |
| Date: |  |  |
|  |  |  |

| 7 | DATES AND SUBMISSION |
| --- | --- |

Please see the Job Description documents for submission dates.

Please return your completed application as a PDF or Word Document to:

Email: concerts@sheffield.ac.uk

We do not accept paper applications. Please do not send your application as a ‘.pages’ file.

We aim for our application process to be inclusive and accessible - if you have any questions about the job role or anything written on this form, you are welcome to contact us, either on concerts@sheffield.ac.uk, or telephone Nick Potter (Music Programme Producer) directly on 07864603487 (mobile).

Any conversations about the application form can be anonymous and will not affect our choice of candidates for interview.