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Thank you for your interest in working at NEKO Trust.

We look forward to receiving your application.

**How to Apply**

1. Read the Job Description and Person Specification.
2. Complete the Application Form. We do not accept CVs.
3. Please ensure that in your ‘Supporting Information’ section of the Application Form, you tell us how you meet the skills in the Person Specification.
4. If you would like any further information, have any specific requirements or would like to discuss any aspect of the role, please contact the Chief Executive & Creative Director at info@nekotrust.org.
5. Once you have completed the Application Form, please email it to **info@nekotrust.org** putting **PROJECT EVALUATOR APPLICATION** as the subject line.
6. Any application forms received after the deadline may not be included in the recruitment process.
7. If the form is not an appropriate application method for you because of an impairment or disability, please contact us to make alternative arrangements.

We will reply to all applications

NEKO Trust is an equal opportunities employer

*Please write or type in black ink.*

**Post Applied for:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Details:**

Surname Preferred title (e.g. Mr, Mrs, Ms, Mx)

First Name Preferred pronouns (e.g. she, he, her, him, they)

Address

Town Postcode

Telephone Daytime: Mobile:

E-Mail

Do you require a work permit to work in the UK? Yes / No (Asylum & Immigration Act 1996)

**Referees:**

Please supply the names, full postal address, and telephone numbers of two people who can give you a reference. At least one of these should be your current or most recent employer.

Name: Relationship to you:

Address

Postcode

Job Title

Telephone E-mail

*May we approach this person before the offer of the post? Yes / No*

Name: Relationship to you:

Address

Postcode

Job Title

Telephone E-mail

*May we approach this person before the offer of the post? Yes / No*

Signed: Date:

**Current or Most Recent Employment**

Name of Organisation :

Post or Job Title:
Please indicate if paid or unpaid:

Please indicate if full-time or part-time:

Date Started working for this organisation:

Notice period:

Leaving date, if not now working:

Please give a brief outline of your responsibilities:

**What is/was your reason for leaving or seeking other work?**

**Previous Employment** – please indicate if paid or unpaid.

Please give details of any further employment experience you may have had, with the most recent post first. (freelancers with a large number of short-term contracts may wish to select their most relevant work experience). Please continue on separate sheets if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | Name of Organisation | Paid/Unpaid | Full-time / Part-time | Job Title, Main Responsibilities and, reason for leaving |
|  |  |  |  |  |

 **Educational**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Establishment  | Course  | Qualification |
|  |   |  |  |

**Educational Achievements continued**

Please detail any additional qualifications or relevant training courses you have attended.

**Please outline any achievements of which you are particularly proud. They can be from any aspect of your life.**

**Supporting Information – Experience, Skills & Interests**

Please outline why you have applied, any experience which may be relevant, what appeals to you about this post or the NEKO Trust of **The NEKO Academy**, and why you feel that you are a suitable candidate for this post. Please continue on one additional sheet if necessary but please ensure it is no more than two pages long.

**Monitoring Form for Equal Opportunity**

NEKO Trust has a deep commitment to representation, through the opportunities we create and the people we work with. We know that the Live Events Industry, and Creative Industries as a whole, have a long way to go to engage with and speak to the full range of experience of the people living in this country. We want to do what we can to change that.

To help us to be as representative as possible, in our programming as well as in the makeup of our organisation, we collect information about everyone who applies to work with us.

Our aim is to embrace diversity, difference, ambition, and excellence. To achieve this, it is useful for us to know a certain amount about who you are. Whatever you tell us will be confidential.

**1. Gender** (this is inclusive of all genders, for example female, male, agender, trans, non-binary, genderqueer)

I would describe myself as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Ethnic Identity**

I would describe myself as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the purposes of reporting to our Funders we would also ask that you fill in the categories below. (Please mark with an x as appropriate - you can mark more than one)

|  |
| --- |
| **Black / Black British: (Mark with x)**  |
| African  |   |
| Caribbean |   |
| None of the above, please specify: |
| **East Asian / East Asian British / South East Asian / South East Asian British:** |
| Chinese |   |
| Japanese |   |
| Korean |   |
| None of the above, please specify: |
| **Middle Eastern / Middle Eastern British / North African / North African British:** |
| Arab |   |
| None of the above, please specify: |
| **Mixed / Mixed British:** |
| Black African and White  |   |
| Black Caribbean and White  |   |
| East Asian and White |   |
| South Asian and White |   |
| None of the above, please specify: |
| **South Asian / South Asian British:** |
| Bangladeshi |   |
| Indian |   |
| Pakistani |   |
| None of the above, please specify: |
| **White / White British:** |
| English |   |
| Irish |   |
| Irish Traveller |   |
| Northern Irish |   |
| Roma / Romani / Roma Traveller / Romani Traveller |   |
| Scottish |   |
| Welsh |   |
| None of the above, please specify: |
|   |
| None of the above, please specify: |

**3.** **Sexual Orientation** (this is inclusive of all sexualities, for example lesbian, gay, bisexual, pansexual, asexual, queer, questioning, heterosexual)

 I would describe myself as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Disability** (a disability is defined as a physical or mental impairment that has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities)

Do you consider yourself to have a disability? ☐ Yes ☐ No

Please let us know if there are reasonable adjustments we need to consider making if you are invited to interview for this post, for example access to interview rooms, alternative equipment, hearing loop etc:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Socio-economic Background** (this is often defined as working class, middle class, upper class, but please don’t feel limited by these definitions.)

I would describe myself as

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Where did you hear about this job?** (this might be word of mouth, social media, NEKO website, email distribution group, etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We welcome any thoughts and comments regarding this form.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The information you provide will be anonymised and kept on file for reporting purposes for any unsuccessful candidates. For any successful candidates, the equal opportunities form will be retained in order for us to report to our partners.