THE PORTAL ARTS

Recruitment Application

Role Title: Projects Support Worker

Programme: Creative Steps

Closing Date:Midnight Sunday 24th April 2022

Thank you for your interest in the role of **Projects Support Worker** at Plantation Productions. Please read the accompanying recruitment pack for this role, which sets out details of our organisation, the job description and person specification.

If you would like any further information on this role, please get in touch using the details at the end of this form.

We look forward to receiving your application.

**Section 1: Your Details**

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| --- | --- |
| Title: |  |
| First Name: |  |
| Last Name: |  |
| Address: |  |
| Postcode: |  |
| Telephone Number: |  |
| Email Address: |  |

**Section 2: Employment History and Suitability**

Current / Most Recent Employment

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| --- | --- | --- | --- |
| Job Title: |  | | |
| Role: |  | | |
| Organisation: |  | | |
| Start Date: |  | End Date: |  |
| Notice Required: |  | | |
| Brief Description of Duties: | | | |
|  | | | |

Previous Employment History

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| --- | --- | --- | --- |
| Job Title: | Organisation: | From – To | Brief Description: |
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Relevant Volunteering Experience (If Applicable)

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Education History

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| --- | --- | --- |
| Qualification | Name of Provider | Dates |
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Relevant CPD and Training Courses

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| --- | --- | --- |
| Name of Course | Provided By | Date Completed |
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Membership of Professional Bodies (If Applicable)

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**Section 3: Personal Statement**

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| Referring to the Job Description and Person Specification, please write a brief statement detailing your suitability for this post. |
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**Section 4: Declaration**

I confirm that the information I have provided in this application form is, to the best of my knowledge, true and complete.

I understand that, if successful in the application, any false information provided may be cause for dismissal from the post.

I consent to the information provided in this application form to be processed, used and stored in line with the Plantation Productions GDPR Policy and Recruitment Policy.

I understand that the post holder is required to be a member of the Disclosure Scotland PVG Scheme and a check will be undertaken within the induction period.

|  |  |
| --- | --- |
| Signed: |  |
| Date: |  |

**How To Apply:**

Please send completed application forms to **info@plantation.org.uk**.

**Recruitment Schedule:**

The closing date for applications is **Sunday 24th April 2022**. Any application forms received after this time will not be considered.

Interviews will be held **Thursday 28th April 2022.**

**Plantation Productions is a Registered Charity in Scotland (No SCO42866)**