



**The Reading Corner
APPLICATION FORM**

Please complete electronically and email to:

talent@thereadingcorner.art

The Reading Corner is an equal opportunities employer, and it welcomes applications from all sections of society and the communities it operates in. The Reading Corner is committed to safeguarding and promoting the well-being and welfare of children and young people and requires all individuals who are associated with the Charity, including all Trustees, employees, and volunteers, to share this commitment.

Incomplete application forms will not be considered. A CV will need to be attached alongside this form.

Post applied for	
Where you first heard about this vacancy e.g., website	

(1) PERSONAL DETAILS

Title	
Forename(s)	
Surname	
Former names	
Address	
Post code	
Contact number	
Email address	
Do you require a work permit to work in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', do you have a valid permit? <input type="checkbox"/> Yes <input type="checkbox"/> No

Under the terms of the Asylum and Immigration Act 1996, we are obliged to confirm with you that you are eligible to work in the UK. We will ask all applicants invited to interview to provide us with documentary proof of this.

(5) GAPS IN EDUCATION, TRAINING, EMPLOYMENT AND/OR VOLUNTEERING

Please explain any gaps in education, training, employment and/or volunteering (as relevant for your role) in this section.

(6) YOUR MATCH TO THE PERSON SPECIFICATION FOR THIS ROLE

Please use this section to tell us how you meet the person specification for the role, providing evidence/examples. Include voluntary work, leisure interests and any other activities that you consider relevant to the post. Shortlisting will be carried out based on a close match between the job description and person specification, with the information on an applicant's application form.

(7) ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

Please add any other information that you feel you have not been able to cover in the application and that supports your application. Please also detail why you would like to volunteer for The Reading Corner.

--

(8) YOUR REFERENCES

All offers of employment or volunteering will be subject to the receipt of a satisfactory independent reference. Your referees should not be a relative.

Name:
Job title:
Organisation:
Relationship to applicant:
Address:
Telephone:
E-mail:
Contact number:

May we contact them prior to the interview?

(9) INTERVIEW ACCESS REQUIREMENTS

Please give details of any arrangements you require when attending interview, including access requirements. Currently, all our interviews are being held online.

Please note that all successful applicants, **if the job that you are applying for involves working with or has access to children or vulnerable adults or their records**, will be required to undergo child protection screening, as appropriate to the role applied for. This will include checks with past employers and/or deployers and the Disclosure and Barring Service (DBS), as necessary. We might also be required to complete an enhanced check or an enhanced DBS check against the barred lists. To find out more, visit <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

(10) DATA PROTECTION

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act 2018 and the EU General Data Protection Regulation 2016/679 (“Data Protection Law”).