**Application Form**

This form can be typed straight into or printed and handwritten. We welcome applications via video link or audio format – please make sure you include all required information in your video or audio file.

Please send your completed application to: natalie@inbetweentime.co.uk

**Application Deadline:** Friday 5 January 2018, midnight

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| **ROLE: ENGAGEMENT OFFICER** |
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| **ELIGIBILITY** |
| This role is supported by the Weston Jerwood Creative Bursary programme which aims to encourage recent graduates from low-income backgrounds to start a career in the arts. You must answer yes to these three questions to be eligible to apply: |

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|  | **YES** | **NO** |
| 1. Have graduated from a first degree (BA or equivalent) within the past two years (i.e 2015, 2016 or 2017)? |  |  |
| 2. Have received a full maintenance grant during the full period of your course and be able to provide proof with necessary paperwork.  |  |  |
| 3. Be a full-time UK resident. |  |  |

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| **WESTON JERWOOD SURVEY** |
| You will need to complete a brief and anonymous survey questionnaire to be considered for interview. The results will be held by Jerwood Charitable Foundation and will not be shared with In Between Time or used to assess your application.  |
| <https://www.surveymonkey.co.uk/r/JerwoodCharitableFoundationApplicants> |
| You will be given a code on completion of the survey – please enter your code here:  |
| **WHERE DID YOU HERE ABOUT THE OPPORTUNITY**  |
| **E.g Facebook, Twitter, Instagram - In Between Time or other. Websites, a poster, word of mouth etc.** |

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| **PERSONAL DETAILS** |  |
| **First Name:** | **Last Name:** |
| **Email Address:** | **Telephone Number:** |
| **Address:** |  |

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| **APPLICATION QUESTIONS – Please continue on a separate sheet if necessary.** |
| **Please tell us why you want to work at In Between Time and what do you feel you would gain from this opportunity. (Up to 250 words)** |
| **Our last inter-generational project *The Record* at IBT17 festival received auditions from 200 Bristolians to take part in a performance at Bristol Old Vic Theatre; 40 were selected to take part. Please describe three ideas of how you would encourage local Bristol people to apply to be part of this project.** **You can find more information about *The Record* on our website** [**here**](http://www.inbetweentime.co.uk/whats-on/the-record/) **and a previous local engagement project called *Nightwalks with Teenagers* from IBT15** [**here**](http://www.inbetweentime.co.uk/videos/nightwalks-with-teenagers/) **(Up to 250 words)** |

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| **PRESENT AND/OR MOST RECENT WORK EXPERIENCE RELATED TO THE ROLE (PAID OR UNPAID)** |
| **Employers Name:** |  |
| **Post / Role Title:** |  |
| **Date Appointed:**  | **Date Left:**  |
| **Brief outline of duties / experience / training:**  |
| **PREVIOUS WORK EXPERIENCE RELATED TO THE ROLE (PAID OR UNPAID)** |
| **Employers Name:** |  |
| **Post / Role Title:** |  |
| **Date Appointed:**  | **Date Left:**  |
| **Brief outline of duties / experience / training:**  |
| **PREVIOUS WORK EXPERIENCE RELATED TO THE ROLE (PAID OR UNPAID)** |
| **Employers Name:** |  |
| **Post / Role Title:** |  |
| **Date Appointed:**  | **Date Left:**  |
| **Brief outline of duties / experience / training:**  |

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| **EDUCATION AND PROFESSIONAL QUALIFICATIONS (From University first degree onwards)** |
| **University / Other relevant training** | **Qualification Obtained** |
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| **REFEREES** |
| **Please provide two referees to support your application. Referees will only be contacted once the position has been offered** |
| **First Referee** | **Second Referee** |
| **Name:** | **Name:** |
| **Email:**  | **Email:**  |
| **Relationship to you: (e.g Previous employer, university tutor etc)** | **Relationship to you: (e.g Previous employer, university tutor etc)** |

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| **SUPPORTING MATERIAL** |
| **You must supply the following supporting documents with your application:****- A completed equal opportunities form at the end of this document****- Proof of your year of graduation – degree certificate or similar****- Your student finance letters from your three years of study detailing your full maintenance grants** |
| **DATA PROTECTION STATEMENT** |
| Your submission will be kept on a secure server and only accessed by appropriate staff at our organisation. Your application will be kept separate from your name and contact details throughout the recruitment process and only accessed by the recruitment and interview panel at our organisation.Using the information provided in your application pack, we will only contact you regarding your application, this role, and the Weston Jerwood Creative Bursary Programme.Your application and supporting documents will be shared with the Jerwood Charitable Foundation for the purposes of administering this bursary through the Weston Jerwood Creative Bursary Programme and for communicating with you in relation to the bursary. Your equal opportunities form will be separated from your application upon receipt and will remain anonymous. Data collected will be used for reporting statistics to our stakeholders and once data has been recorded the form will be destroyed.  |
| **EQUALITIES MONITORING FORM** |
| IBT aims to achieve equal opportunities throughout the organisation and in our recruitment procedure. We welcome applications from people of any colour, race, nationality, ethnic origin, religion, socio-economic background, marital status, sex, sexual orientation, age or disability. The information we collect helps us to ensure that we implement and monitor our policy. All information you provide below will be kept confidentially and anonymously. |
| **Age** | **Mark ‘X’** | **Gender** | **Mark ‘X’** |
| 16-20 |  | Male |  |
| 21-34 |  | Female |  |
| 35-55 |  | Prefer not to say |  |
| 55+ |  | Other |  |
| **Is your gender identity the same as the gender you were assigned at birth?** |  |
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| **Sexual Orientation** | **Mark ‘X’** |  | **Mark ‘X’** |
| Bisexual |  | Heterosexual |  |
| Gay Man |  | Gay Woman / Lesbian |  |
| Other |  | Prefer not to say |  |
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| **Ethnicity**  | **Mark ‘X’** |  | **Mark ‘X’** |
| Asian |  | British |  |
| Bangladeshi |  | English |  |
| Chinese |  | Gypsy/Irish Traveller |  |
| Indian |  | Irish |  |
| Pakistani |  | Scottish |  |
| Other Asian background |  | Welsh |  |
| African |  | Other White background |  |
| Caribbean |  | White & Asian |  |
| Other Black background |  | White & Black African |  |
| Arab |  | White & Black Caribbean |  |
| Other Ethnic Group |  | Other mixed background |  |
| Prefer not to say |  |  |  |
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| **Disability** | **No** | **Yes** |
| Do you consider your self to have a disability? |  |  |
| If yes – please specify: |  |
| **We welcome applications from people of all abilities. If you would like further support with your application or if invited to interview – please inform us here:** |