**Application No. (For EMCCAN/Art Reach office use only)**

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**EMCCAN Chief Executive – Application Cover Form**

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| Please Note: |
| 1. You are strongly advised to read all enclosures before completing this form. 2. This form should be submitted with 1.) a cover letter explaining your reasons for applying for the post and how you meet the person specification outlined in the Job Description and 2.) An up to date CV with details on education, qualifications and relevant work experience 3. Please submit your full application electronically to EMCCAN’s appointed recruitment agent, Art Reach, by email to Lynn Simmonds on [hello@artreach.org.uk](mailto:hello@artreach.org.uk). We can accept submissions received in hard copy provided you notify Lynn Simmonds ([hello@artreach.org.uk](mailto:hello@artreach.org.uk)) before the closing date. 4. The closing date is Sunday 3 July. 5. Applications received after the closing date will not normally be considered. 6. **Data Protection Statement**   The information that you provide on this form and that is obtained from other relevant sources will be used to process your application. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds or in other ways as permitted by law. By submitting the application form it will be assumed by EMCCAN that you agree to the processing of sensitive personal data, (as described above), in accordance with Data Protection law.The information that you provide on this form will be held confidentially by EMCCAN and Art Reach (the appointed Recruitment agent).   1. **Equality of Opportunity at EMCCAN –** *EMCCAN continuously strives to be an equal opportunities organisation and is committed to ensure equality of opportunity in all areas of its work. Embedded within the company, EMCCAN has the commitment to encourage, value and manage diversity and ensure that no person receives less favourable treatment. We would appreciate your help in monitoring our policy by completing an Equal Opportunities Form online here >>>* [*https://www.surveymonkey.co.uk/r/WSYSYBF*](https://www.surveymonkey.co.uk/r/WSYSYBF)   *Thank you.* |
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**Your details**

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| Personal Details | | |
| **Title** e.g. Mr/Mrs/Ms, etc.: | **Address:** | |
| **First Name (s):** |
| **Surname** | **Post Code:** |  |
| Telephone contact/Mobile – please indicate your preferred first contact number: | | |
| Email: | Other: | |
| Post applied for: | EMCCAN Chief Executive | |

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| Current Employer or Last Employer | | |
| Job Title: | | |
| Responsible to: | | Date Appointed: |
| Employer’s Name: | | Present Salary: |
| Employers Address: | | Present Grade: |
|  | | Other Benefits: |
|  | Post Code: | Notice Required or Date Left: |
| Brief Description of Duties: | | |

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| **General Information:**  Are you related to a Board member of EMCCAN or any of its employees? | | |
| Yes ¨ | No ¨ | If ‘Yes’ please give details |
| Have you been convicted of a criminal offence (other than motoring offences and spent convictions) | | |
| Yes ¨ | No ¨ | If ‘Yes’, please provide information in a separate document |
| Do you have any restrictions on your right to work or remain in the UK? | | |
| Yes ¨ | No ¨ | If ‘Yes’, please provide information in a separate document |

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| **Referees**: Please give details of a minimum of two people who are prepared to act as referees for you. One of these should be your present employer (or most recent) employer. References will only be taken up for applicants selected for interview. Please indicate below where you don’t wish a particular referee to be contacted prior to interview. | | | |
| Name: | | Name: | |
| Position Held by Referee: | | Position Held by Referee: | |
| Organisation: | | Organisation: | |
| Address: | | Address: | |
|  | Post Code: |  | Post Code: |
| Telephone: | | Telephone: | |
| Email: | | Email: | |
| May we contact prior to interview?  Yes ¨ No ¨ | | May we contact prior to interview?  Yes ¨ No ¨ | |

**Your declaration**

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| **I confirm the details in this form are correct:** Name/signature:  Date: |