HELIX ARTS.

Helix Arts Creative Producer Application

Please complete this form to apply for our current Creative Producer post. Once completed please email to Stephen.pritchard@helixarts.com or submit your answers in our online form https://forms.gle/i8WBp3QUbZgDEYrd7.

*Required Answers

*Name

*Email

*Telephone number

*Address

*Do you have a full, clean driving licence?

- [ ] Yes
- [ ] No

*Do you have daily access to a car that's available and insured for business use?

- [ ] Yes
- [ ] No

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*Employment info - Current or most recent employer

Please let us know your relevant employment history, starting from your current or most recent employer.

Employer name			
Start date			
Salary			
Please briefly describe your role and duties			
Reason for leaving (please state "Ongoing" if still working for this employer)			
Notice period			

Employment info - List up to 5 other relevant and recent employers

Please let us know about up to 5 employers you think are relevant to this role.

*(1) Employer name			
Start date		End Date	
Salary			
Please briefly describe your role and duties			
Reason for leaving (please state "Ongoing" if still working for this employer)			
Notice period			

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(2) Employer name			
Start date		End Date	
Salary			
Please briefly describe your role and duties			
Reason for leaving (please state "Ongoing" if still working for this employer)			
Notice period			

(3) Employer name			
Start date		End Date	
Salary			
Please briefly describe your role and duties			
Reason for leaving (please state "Ongoing" if still working for this employer)			
Notice period			

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(4) Employer name			
Start date		End Date	
Salary			
Please briefly describe your role and duties			
Reason for leaving (please state "Ongoing" if still working for this employer)			
Notice period			

(5) Employer name			
Start date		End date	
Salary			
Please briefly describe your role and duties			
Reason for leaving (please state "Ongoing" if still working for this employer)			
Notice period			

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*Professional qualifications

Please list your 5 most relevant professional qualifications here. Please state "N/A" in any fields once you have finished listing relevant employers.

Please state in the following order: Organisation, Qualification, Date

Qualification 1	
Qualification 2	
Qualification 3	
Qualification 4	
Qualification 5	

*Education

Please list your 5 most relevant educational attainments here (including postgraduate, undergraduate, A levels, GCSEs, etc.), starting with the latest first.

Please state in the following order: Organisation, Qualification, Date.

Qualification 1	
Qualification 2	
Qualification 3	
Qualification 4	
Qualification 5	

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Volunteering/Placements

Please describe any relevant volunteering or other unpaid placements you've done that's relevant to this role. Tell us the organisation, dates, key tasks.

Please describe your volunteering and placements here.

*Access requirements

Please describe any access requirements you may have here.

For example, large format print, hearing, translation, physical accessibility, no internet, not able to set up new software, not used to using computers, etc.

If you have an Access Rider, please link share a link below or share with the stephen.pritchard@helixarts.com

For more information about Access Riders or how to create one, visit www.accessdocsforartists.com

Please describe any access requirements you may have here. If you have 'none' please state as such.

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*References (1 of 2)

Please complete this section

Name	
Job title	
Organisation	
Relationship to you?	
Email	
Phone number	
Can we contact this referee before the interview?	☐ Yes ☐ No

*References (2 of 2)

Please complete this section.

Name	
Job title	
Organisation	
Relationship to you?	
Email	
Phone number	
Can we contact this referee before the interview?	☐ Yes ☐ No

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*Statement in support of application

Please write your statement in support of your application here, responding in full to the job description.

Read and review the job description and person specification and explain how you meet the requirements as much as possible.

No more than 2,000 words is expected.

We will also accept a video or voice note up to 5 minutes long in answer to this question.

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*Declaration

I declare that the statements made by me are true to the best of my knowledge.

Signed		Date	

Equal Opportunities

Please complete our Equal Opportunities Monitoring Form which can be accessed here https://forms.gle/FtaHboPqDjThM6CBA . The link will also be sent to you when you submit your application.

This form opens in a new window. Please ensure you return to this window to successfully submit your application.

If you require this form in an alternative format to suit your access needs please contact stephen.pritchard@helixarts.com

Many thanks for your time.
Helix Arts