



Please return your completed application form to [hr@bristolbeacon.org](mailto:hr@bristolbeacon.org)

Bristol Beacon is run by Bristol Music Trust and our teams are based at Bristol Beacon and Beacon Music Centre, and we are mainly working from home at the moment. On that basis we may invite you to interview via an online interview through Microsoft Teams. If you would like to discuss anything in relation to this or the interview process in general, please don't hesitate to get in touch with our People Manager, Alison Williams on 0117 204 7108 or email [hr@bristolbeacon.org](mailto:hr@bristolbeacon.org)

### **Guidance on completing our application form**

Thank you for your interest in applying for a role with Bristol Beacon. We have put the following notes together to help you understand how our processes work and how to fill in your application form as effectively as possible.

We are in the process of moving to an online recruitment portal as part of our HR data management system, but for now, all relevant information should be provided on the application form. **CVs will not be accepted unless stated or requested.** The best format to send us your application form in is PDF.

If you need to discuss providing your application form in a different way, please do get in touch to talk about this.

### **Equal Opportunities**

Bristol Beacon recognise, respect and value individual difference. We are committed to being an Equal Opportunities employer and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.

Any Equal Opportunities information you provide will not be used when short-listing, it is anonymised, will be kept separate from your application, and all information will be treated in the strictest confidence. Bristol Beacon is an NPO Arts organisation, and we use our anonymised diversity information provided to help us meet our reporting requirements.

Diversity monitoring is important as it helps us understand whether we are reaching all groups of the community through our recruitment advertising and ensures that we are meeting the aims of the Equality Act. We very much appreciate your time in **completing our Equal Opportunities Monitoring form and for letting us know where you saw the role advertised.**

### **Reasonable Adjustments at interview**

We committed to making reasonable adjustments to make interviews and jobs more accessible. If you are invited to interview you will be asked to let us know if you have any requirements in relation to the interview.

Disabled applicants who meet the minimum essential criteria for the role, as detailed in the Essential Criteria within the Job Description, will be offered an interview. If you require our application form in an alternative format i.e. large print, please contact our People Manager on 0117 204 7108.

## **Understanding the role**

Please read the Job Description before starting your application. This document contains background information on Bristol Beacon and the relevant team that the role is part of. The “Key Responsibilities” section in the job description describes the day to day tasks, duties, and accountabilities in more detail and includes the competencies that relate to each of these “Key Responsibilities”. The “Employee Specification” section in the Job Description describes the competencies, knowledge, skills and experience you will require to fulfil the role. We would like you to cover within your personal statement how your skills and experience meets each of the essential criteria within these competencies, for the role in question.

## **The application form**

How you complete the application form is important, shortlisting from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to interview.

All applications, from both internal and external candidates, are considered against the criteria contained in the employee specification. Applicants are shortlisted against the essential criteria contained in the employee specification to be considered for interview for the job in question.

If there are a large number of applicants, any desirable and advantageous criteria will also be considered, so it's important that you indicate how you meet all the essential criteria and as many of the other criteria as possible so we have a full picture of your skills, experience and abilities.

If you need to continue on a separate sheet for any of the sections please do so and please explain any gaps in your employment history, perhaps you took time out to do something else, all of your experience could be relevant for the role that you are applying for, whatever your route into your chosen field, we are interested to hear about it.

## **Convictions and Disclosure**

The Rehabilitation of Offenders Act 1974 as modified by the Legal Aid, Sentencing and Punishment Act 2012, gives individuals the right not to disclose details of old offences as they are deemed to be “spent”. However, for some jobs employers are allowed to ask about these offences. Certain jobs, such as those working with children or adults at risk, will require a check on previous convictions [including those deemed to be spent], plus details of any cautions, reprimands, or warnings.

We will follow the Disclosure Barring Service Code of Practice concerning the use of information gained from the Disclosure Service, which ensures that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary.

## **References**

Your current or most recent employer (this includes work experience, volunteering, and internships) should be named as someone we can approach for a reference, followed by your previous employer as second referee. In some cases we may ask your permission to take up references when you are offered an interview, but generally we do not do this and we would talk to you to gain your permission if we wanted to approach a referee at this stage.

If you are related to a referee in any way - for example, if you have formally been employed by a member of your family - please make this clear on the form. If you have not been employed before, you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative. A second referee can be a family friend who will provide a character reference, but the relationship should be stated.

## **Right to work**

Bristol Beacon has a responsibility to comply with immigration legislation as set out in the Immigration, Asylum and Nationality Act 2006 and any other legislation or guidance issued by either the Home Office or the UK Border Agency.

It is our responsibility to ensure that any workers we employ are eligible to work in the UK. If you are successful in being offered a role with us, you will be advised of the documentation you are required to produce to verify that you are eligible to work in the UK, usually your passport, before you will be permitted to commence working for us.

## **Data Protection Statement**

All of the information collected in our application form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, and by the referees you have noted, for recruitment purposes only. We will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of legally required duties and legitimate interests to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the contractual administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available on our website.

## **Sending your application**

CV's are not accepted, unless requested. It is your responsibility to send the application in a format that can be easily opened, a PDF is usually best, and we will acknowledge your application by email.

## **Late applications**

The completed application form must reach us by the stated closing date. Late applications will normally not be considered.

## **Interviews and Feedback**

We will contact all applicants once shortlisting has taken place, we are unable to provide detailed feedback to candidates not shortlisted for interview, but you will either receive an email letting you know you are being offered an interview or you will receive an email letting you know you've been unsuccessful on this occasion.

## **Recruitment files**

Application forms and recruitment files are confidential documents and will normally only be seen by those who need to see them in order to recruit and select. However, Bristol Beacon audit its recruitment and selection processes, and we must therefore inform you that our auditors may require access to any files for auditing purposes.