

## **Application for employment: Mentoring Co-ordinator**

**You may return this form by post, fax or email:**

Koestler Arts Centre  
168a Du Cane Road  
London W12 0TX

**Email:** [smatheve@koestlertrust.org.uk](mailto:smatheve@koestlertrust.org.uk)  
**Fax.** 020 9742 9274  
**Tel.** 020 8740 0333

Please mark the envelope, fax sheet or email: "Job application – Mentoring Co-ordinator"

**The closing date** for applications is Monday 29 March at noon.

**Shortlisted candidates** will be contacted by Wednesday 31 March.

**Interviews** with written or practical tests will be held at the Koestler Arts Centre on Wednesday 14 April. If you cannot make this date, you may submit an application, but we may consider you for interview on another date only if we do not appoint on 14 April.

### **The application form**

Before completing this form, please read:

- information about the Koestler Trust at [www.koestlertrust.org.uk](http://www.koestlertrust.org.uk)
- the job description
- the person specification, which sets out the criteria by which all applications will be assessed and provides the structure for completing Section 5 of the application form.

**Do not submit a CV** or any other enclosures. We will assess your application solely on the information given in your application form.

### **Recruitment monitoring**

The Koestler Trust is committed to equality of opportunity and welcomes applicants from all sections of the community. To help us monitor our recruitment, please also complete the recruitment monitoring sheet attached to the application form. This will be detached from your application before the short-listing process, and kept anonymous.

The Koestler Trust  
Registered Charity No.1105759  
Company Limited by Guarantee, Registered in England No. 04961363

[www.koestlertrust.org.uk](http://www.koestlertrust.org.uk)

**APPLICATION FOR MENTORING CO-ORDINATOR**

**1. PERSONAL DETAILS**

Forenames Family name

.....  
Contact address

Postcode:

.....  
Home telephone Work telephone

.....  
Mobile telephone E-mail address

.....  
Are any employees or Trustees of the Koestler Trust personally known to you?  
Yes/No If yes, please provide details

**2. CURRENT OR MOST RECENT EMPLOYMENT (PAID OR UNPAID)**

Name and address of employer Job title

.....  
Type of organisation (e.g. arts institution, local authority, charity)

.....  
Date of appointment to this job Annual salary or hourly rate of pay

.....  
Period of notice required (if employed) When did you leave (if not employed)?

.....  
Please briefly outline your duties



#### 4. EDUCATION & TRAINING

Please give details of your educational qualifications, starting with the most recent

Dates from – to	Name of school, college etc	Any qualifications obtained

Please give details of any relevant work-related training you have undertaken, starting with the most recent

Date	Name and length of course	Subjects covered

## **5. SUPPORTING STATEMENT**

Addressing in turn each of the numbered points set out in the Person Specification, please explain in your own words why you are interested in this job, and what particular experience, knowledge, skills, abilities and values you would bring to it if appointed. You may insert extra pages up to a total of 4 pages for this section of the application.

## 6. REFEREES

Please give details of two referees. If you are working, one referee must be your current or most recent employer. If you are a recent graduate, one must be your college tutor. The other should be someone who can express a professional opinion on your ability to do the job. Each referee will be sent a copy of your application to confirm its accuracy.

1<sup>st</sup> referee  
Name

2<sup>nd</sup> referee  
Name

.....  
Job title & organisation

.....  
Job title and organisation (if applicable)

.....  
Address

.....  
Address

.....  
Telephone

.....  
Telephone

.....  
Email address

.....  
Email address

.....  
Relationship to you

.....  
Relationship to you

.....  
May we request a reference  
at any time? Yes/No  
only after offer of employment? Yes/No

.....  
May we request a reference  
at any time? Yes/No  
only after offer of employment? Yes/No

## 7. OTHER INFORMATION

Do you need a **work permit** to work in this country? Yes/No

If yes, do you already have one? Yes/No

.....  
If you have a **disability**, are there any arrangements which we can make for you should you be called for an interview (e.g. sign interpreter, audiotape etc) Yes/No  
If yes, please specify

## 8. CONFIRMATION

I confirm that the details in this application are correct and complete.

Signed:

Date:

(If you are sending this form by email, you will be asked to sign it if you are invited for interview)

**9. MONITORING**

To help us monitor our recruitment, please also complete the following information. This sheet will be detached from your application before the short-listing process and kept confidential and anonymous.

Personal Information

Post applied for:  
Age: Gender: Female  Male

How would you describe your Ethnic Group? (Please tick the appropriate box)

White	Mixed	Asian or Asian British
<input type="checkbox"/> British	<input type="checkbox"/> White & black Caribbean	<input type="checkbox"/> Indian
<input type="checkbox"/> Irish	<input type="checkbox"/> White & black African	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Any other white background	<input type="checkbox"/> White & Asian	<input type="checkbox"/> Bangladeshi
	<input type="checkbox"/> Any other mixed background	<input type="checkbox"/> Any other Asian background
Black or Black British	Other Ethnic Groups	
<input type="checkbox"/> Caribbean	<input type="checkbox"/> Chinese	
<input type="checkbox"/> African	<input type="checkbox"/> Any other Ethnic group	
<input type="checkbox"/> Any other black background		

Disability

Under the definition provided by the Disability Discrimination Act 1995 (having a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities), do you consider yourself to be disabled? Yes/No  
  
Please give further details, if you wish to do so:  
.....

How do you identify your sexual orientation?

Bisexual  Gay/Lesbian  Heterosexual  Prefer not to say

How did you find out about this job?

Please specify the source/publication/website  
.....