

Koestler Trust

arts by offenders ■ ■ ■

Arts Mentoring

Arts Mentor - Application Form

Please return this form to:

*Koestler Arts Mentoring Project
The Koestler Trust
168a Du Cane Road
London, W12 0TX
Tel: 020 8740 0333
Fax: 020 9742 9274
Email: velliott@koestlertrust.org.uk*

Closing Date.

The closing date for applications to be shortlisted for interviews is **Monday 4th October**.

Selection Process

All applications will be acknowledged. Candidates selected for interview will be informed as soon as possible. The next interview dates are **Monday 11th October** and **Wednesday 20th October 2010**.

Training

The first two days of training will take place in November with a date to be set for the subsequent third day. Applicants will be informed of training dates as soon as they are confirmed.

The Application Form

Before completing this application form, please read:

- the Role Description and Person Specification
- the information sheet; 'Frequently Asked Questions'

Further Information

If you have any queries regarding the role or would like the chance to discuss this opportunity further please contact Vikki at velliott@koestlertrust.org.uk

You may submit a CV and or examples of your work/documentary evidence but this can only be supplementary to the application form which must still be completed in full.

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

PERSONAL DETAILS

Forename(s)

Family Name

Contact Address

Postcode

Home Telephone

Work Telephone

Mobile Telephone

Email Address

Are any employees or Trustees of the Koestler Trust personally known to you?

Yes/No If 'yes', please provide details

CURRENT OR MOST RECENT EMPLOYMENT (Paid or Unpaid)

Job Title

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

Date of Appointment

Name & Address of Employer

Postcode

Please briefly outline your key responsibilities

RELEVANT EXPERIENCE, KNOWLEDGE, SKILLS AND INTERESTS

Koestler Awards are offered in 52 different art forms. Please indicate, by ticking the appropriate box, which art form(s) you have experience in?

<input type="checkbox"/> Calligraphy	<input type="checkbox"/> Music	<input type="checkbox"/> Poetry
<input type="checkbox"/> Card/Poster design	<input type="checkbox"/> Murals	<input type="checkbox"/> Prose – Fiction & Non Fiction
<input type="checkbox"/> Craft	<input type="checkbox"/> Needlecraft	<input type="checkbox"/> Sculpture
<input type="checkbox"/> Drawing	<input type="checkbox"/> Oil, tempera & acrylic painting	<input type="checkbox"/> Soft Furnishings
<input type="checkbox"/> Fashion & Beauty	<input type="checkbox"/> Pastels	<input type="checkbox"/> Textile Art
<input type="checkbox"/> Furniture	<input type="checkbox"/> Photography	<input type="checkbox"/> Watercolour/gouache painting
<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Playwriting for radio	<input type="checkbox"/> Woodcraft
<input type="checkbox"/> Magazine Design	<input type="checkbox"/> Playwriting for stage	<input type="checkbox"/> Writing for television

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 becoming an Arts Mentor, and what particular experience, knowledge, skills, abilities and values you would bring to it if selected.

(Continue on a separate sheet if necessary)

MISCELLANEOUS

Do you have any other issues or circumstances which it would help us to know, in planning your role as a volunteer – e.g. patterns of work (shift/daytime/evening), health/physical issues, childcare arrangements etc? Please also specify whether you can attend the advertised training dates.

CRIMINAL CONVICTIONS SELF DECLARATION FORM

The experience and understanding that an ex-offender will be able to bring to the role of Arts Mentor will be invaluable. We therefore, welcome applications from ex-offenders. However, since the role will require working with vulnerable adults some serious offences and/or any sentence completed less than one year ago may preclude you from becoming a volunteer.

The post of Arts Mentor is exempt from the provision of the Rehabilitation of Offenders Act 1994. It is a condition of volunteering with us that all convictions (served, pending, spent and unspent) and cautions are disclosed. Applicants with any convictions, cautions or pending court cases should provide details below. If this is not applicable to you please write "I have no convictions, cautions or pending court cases". Failure to disclose such information could result in the termination of your volunteering with us.

Have you ever been convicted of an offence in any criminal proceedings in any court in any country? (for motoring offences, please answer 'yes' only if it resulted in disqualification)

Yes No

Have you ever been found guilty of violent, cruel, indecent or dishonest behaviour in any service disciplinary proceedings?

Yes No

If you have answered 'yes' to any of these questions please give full details, continuing on a separate sheet if necessary.

REFEREES

Please give the full name and address of two referees who can comment on your skills and abilities for this position. If you are or have been employed, please ensure that one of them is your current or past employer, if you are an ex-offender please ensure that one of them is your probation officer or an equivalent professional e.g. key worker. In any case referee must be someone who has known you in a professional capacity e.g. lecturer, doctor etc – family members are not acceptable. References will be taken up as soon as possible and selection will depend upon receipt of satisfactory references.

1ST REFEREE

2ND REFEREE

Name		Name	
Address		Address	
	Postcode		Postcode
Telephone		Telephone	
Email		Email	
Relationship to you		Relationship to you	

DATA PROTECTION

The information on this application form will be held securely (manually and on Koestler's database) and will not be divulged to anyone outside of the organisation without express agreement from the candidate. Information on the successful candidates will be held indefinitely. Information on the unsuccessful candidates will be held for 6 months.

Koestler reserves the right to verify the information you have provided and seek information from other sources.

DECLARATION

I certify that the information in this application is accurate and complete to the best of my knowledge. I understand that the Trust may decline my application without giving reason, and that if it is subsequently discovered that any statement is false or misleading, my volunteering may be terminated without notice.

I understand that I will be subject to Criminal Records Bureau Checks and that any information may be shared with the partnership agencies.

Signed:

Date:

RECRUITMENT 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.**

Position applied for:

Age

Gender:

Female

Male

Ethnicity

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

White

- British
- Irish
- Any other white background

Mixed

- White & black Caribbean
- White & black African
- White & Asian
- Any other mixed background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Black or Black British

- Caribbean
- African
- Any other black background

Other Ethnic Groups

- Chinese
- Any other Ethnic group

Please Specify

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:

Sexual Orientation

How do you identify your sexual orientation?

Bisexual Gay/Lesbian Heterosexual Prefer not to say

Final Question

How did you find out about this job?

Please specify the source/website