



The Spark Arts for Children

Small Wonders Artist

Application guide

This application guidance can be used in preparation for completing the online form. The link to this can be found on our website.

You can apply in a variety of formats and we encourage you to use the format you are most comfortable with.

If you would like to discuss alternative ways you can make an application or have any questions about the process please email jobs@thesparkarts.co.uk or call 0116 261 6893.

Deadline

All applications must be submitted via the online portal by midday (12pm) on Monday 16th September 2024.

Information packs

The information packs for the project brief can be downloaded from the website page. Read/listen to them before completing an application.

Making a video/audio application

When you open the application portal you will be able to complete your personal details in the form, then choose to either:

- Answer the questions which relate directly to your practice and experience by typing or copying and pasting your answers from a word processor of your choice
- Upload a video file that answers the questions (please reference the question numbers in your response)
- Upload a voice recording that answers the questions (please reference the question numbers in your response)
- Provide us with a link to an online audio or video file.

We understand that when making recordings sometimes we stumble over words or make mistakes. If you are tech minded and can edit cuts together, this is fine, if not, that's fine too.

We do not expect completely perfect speeches, where possible we recommend correcting yourself much like you would in a conversation. Make sure you are

recording in a quiet environment. Use a neutral background if you are filming. You can use any camera or audio equipment you have.

We thank you in advance for making your application and look forward to reading/watching/listening!

Application questions

These will help you gather and prepare the information you'll need to complete your online application.

Section 1: Personal information

- Name
- Address
- Telephone number
- Email address.

Section 2: Personal statement

Tell us about your knowledge, skills and experience in response to the project brief.

Please upload a personal statement summarising your interest in the post and your knowledge, skills and experience in relation to the role and criteria.

This can be in Word or PDF format (up to 2 sides of A4) or audio/video format (up to 8 minutes).

Please do not attach a CV instead of answering this question.

Please note: Please upload your personal statement to the online portal only when you are ready to submit your final application.

URL link for audio or video applications (if applicable).

Section 3: Relevant work experience, projects or training

Please give details of any current or previous work experience, projects, or training you think are relevant to this project and role (max 2000 characters).

Section 4: General information

How did you hear about the opportunity?

Have you had an enhanced DBS check in the last 2 years? **YES/NO**

Do you have any access requirements? (If you have specific access requirements and are successful in your application, we will contact you to make arrangements for the interview stage).

Section 5: References

Please provide the names of two referees. One of your referees should be your present/most recent employer/contractor,. If you have not been previously employed then Head Teachers/College Lecturers/Course Leaders etc are acceptable as referees.

Referee 1

- Name
- Email
- Job Title
- How long have they known you?
- May we request a reference at any time ? **YES / Only after offer**

Referee 2

- Name
- Email
- Job Title
- How long have they known you?
- May we request a reference at any time ? **YES / Only after offer**

Section 6: Declaration

I confirm that, to the best of my knowledge, the information I have given on this application form is correct and complete and that I understand any job offer is subject to satisfactory references. I agree that The Spark Arts for Children has the right to validate any of the information provided by me on this form.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with The Spark Arts for Children.

Do you agree to this declaration? **YES/NO**

About your personal information

The Spark understands how important it is to protect your privacy and takes its responsibilities regarding the security of your information very seriously. We are committed to protecting your personal information and being transparent about what information we hold about you. We will only use any personal information you send us for the purposes for which you provide it, or where allowed by law.

We use your information in accordance of all applicable laws concerning protection of personal information, including the General Data Protection Regulation (GDPR) and Privacy & Electronic Communications Regulations (PECR).

Security of your personal information

We will put in place appropriate safeguards (both in terms of our procedures and the technology we use) to keep your personal information as secure as possible. We will ensure that any third parties we use for processing your personal information do the same.

Maintaining your personal information

The Spark Arts for Children will use the information you provide in this form to process your application. If your application is successful and you are appointed to the post, this form will be kept on your personnel file.

If your application is unsuccessful, your data will be kept on file for six months after the completion of the recruitment exercise, and then destroyed.

Your rights to your personal information

You have a right to request a copy of the personal information that we hold about you and to have any inaccuracies in this data corrected. We do not charge for this but reserve the right to charge a fee if additional information is requested that will incur excessive administration costs.

Contact details and further information

If you would like further details on how your information is used and stored, or would like to access, update or remove your data, please contact admin@thesparkarts.co.uk

Our full Data Protection and Privacy Policies can be seen on the website thesparkarts.co.uk/company-policies.

The Spark Arts for Children

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Email

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The Spark Arts for Children is a company limited by guarantee (company number 5254229) and is registered as a charity (registration number 1106952).