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Dear Applicant,

**RE: Creative Arts Project Assistant**

Thank you for your interest in the above post. Please find enclosed all the relevant information for your application.

Please note that the closing date for all applications is **12:00pm Monday 10<sup>th</sup> July 2017**. Short listed candidates will be contacted by Tuesday 11<sup>th</sup> June and interviews will take place on Wednesday 12<sup>th</sup> July at our Old Street office.

If you have any questions, please email [officeadmin@biggafish.com](mailto:officeadmin@biggafish.com).

We look forward to hearing from you.

Kind regards.

**Karine Goudout**

Operations Manager, Bigga Fish Ltd.



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Office Use Only;
1 <sup>st</sup> Interview: _____

## APPLICATION FORM: Creative Arts Project Assistant, Bigga Fish

<b>Name</b>	<b>Date of Birth</b>	<b>Gender</b>
<b>Address</b>		<b>Home Tel number:</b>
		<b>Mobile number:</b>
		<b>Disability:</b> (if yes, please give details)
<b>Email:</b>		

### Education

Please give details of your education with the most recent first (please attach additional sheets if necessary)

Date From-To	Name and address of school/college/university	Course	Qualification

## Professional Qualifications

Please enter any relevant training or professional qualifications

Date From-To	Institution/Professional Body	Course

## Employment History

Please enter any relevant training or professional qualifications.

Start Date Most recent 1st	Finish Date	Employer Name & Address	Position Held	Responsibilities



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### Other Information

Please tell us any other information about yourself i.e. interests, hobbies, commitments etc.

### Personal Statement (please attach additional sheets if necessary)

Please tell us why you are applying for this post. Read the Personal Specification and Job Description and tell us what skills and abilities you have that could ensure that you could do this job to the highest standard. In your statement let us know about your past experiences and how these will assist you in this job. We are interested in what qualities you will bring to Bigga Fish that will enhance this position and the development of the organisation as a whole. Please feel free to use an additional piece of paper.



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### Rehabilitation of Offenders Act, 1974

All appointments at Bigga Fish are made subject to satisfactory security clearance. Please give details of any unspent convictions or cautions you have under the terms and conditions of the Rehabilitation of Offenders Act, 1974. Offences resulting in license endorsements should be disregarded. Failure to disclose such information may result in dismissal or disciplinary action by Bigga Fish. This information will be treated as confidential and will not necessarily preclude you from employment.

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### References

Please supply us with two referees who would be willing to supply us with information about you. Reference 1 should be your most recent employer, though no contact will be made until the final stages of selection.

#### Reference 1- Most recent employer

<b>Name</b>	
<b>Company/Position</b>	
<b>Address</b>	
<b>Telephone</b>	

#### Reference 2

<b>Name</b>	
<b>Company/Position</b>	
<b>Address</b>	
<b>Telephone</b>	



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#### Declaration

I declare that the information contained in this application is complete and correct. I understand that if I knowingly provided false information or withheld relevant details, this could lead to disqualification from appointment or dismissal without notice. I consent to the processing of my data in accordance to the Data Protection Act (1998).

Signed: ..... Date: .....

Please return applications by email only to: [officeadmin@biggaFish.com](mailto:officeadmin@biggaFish.com)

**ELIGIBLE APPLICATIONS MUST BE RECEIVED BY 12pm on Monday 10<sup>th</sup> July 2017**

Interviews will take place on Wednesday 12<sup>th</sup> July at our Old Street office.

**THANK YOU**

**THINK BIGGA BE BIGGA**