

## Application for Employment

### Artistic Director & Chief Executive Officer Application Form

This form must be completed in full by all applicants and returned by:

**10am, Tuesday 7 April 2026 to Amanda Salmon, Head of Operations and Commercial**  
**amanda@nationalcentreforwriting.org.uk**

There are three parts to your application: personal details, CV and references, and a personal statement. Further explanation of each section is given below.

#### Part one: Personal details

<b>Last name(s):</b>	
<b>First name(s):</b>	
<b>Address:</b>	
<b>Email address:</b>	
<b>Contact phone number:</b>	

Do you identify as having one of the following protected characteristics? (we use this information to inform our recruitment policy around equal opportunities):

- Black, Asian or Ethnically Diverse
- Disabled and/or Neurodiverse
- Candidates from diverse socio-economic backgrounds as defined by household main earner occupation aged 14 and secondary schooling aged 12-16

Yes

No

Prefer not to say

If yes, please give brief details:

.....

**Working in the UK**

Please tick below to confirm that:

- I confirm that I am legally entitled to work in the UK and do not require a work permit.
- I confirm that I am not disqualified from working with children and/or included on the DfES List 99.

**Do you have any past unspent criminal convictions?**

- Yes
- No

If yes, the details of the criminal offence(s) must be listed on a separate sheet of paper, together with any cautions or bind-overs, pending criminal convictions, any pending criminal actions, or court hearings against you, and enclosed with this form in a sealed envelope marked 'confidential', or as a separate email attachment marked 'confidential'.

**Have you ever been dismissed from any post (whether paid or voluntary) or disciplined by any employer for any conduct involving dishonesty, fraud, or theft?**

- Yes
- No

If yes, please give details on a separate sheet of paper and enclose with this form in a sealed envelope marked 'confidential', or as a separate email attachment marked 'confidential'.

**Declaration**

I confirm that all the information provided by me as part of my application is true to the best of my knowledge and acknowledge that if any information I have provided turns out to be false, or knowingly omitted or concealed, my application may be withdrawn from the recruitment process.

If you have provided inaccurate or incomplete information and have already been offered the post, the offer may be withdrawn and if you have begun work, you may be dismissed at any time, without notice.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Part two: CV and References

As part of your application, you should include a complete and up to date curriculum vitae that includes the following details:

- Your educational qualifications, including any exams taken, dates and results, plus postgraduate qualifications, and professional training. Please do not include the name of the institutions (university/college) from which your qualifications/awards came
- Your work history post-18, including details of your employers, salary level, dates of employment, plus roles and responsibilities for each, and reasons for leaving.
- If you have any periods of time post-18 in which you were not working or in full-time education, please give details. This might include periods volunteering, raising a family, travelling etc.
- Any additional substantial personal achievements or activities outside work and formal education which demonstrate your broader interests or personal qualities.
- Two referees. One of the two must be your current employer (if applicable). Please provide their names and positions, and as many contact details as you can. We will not request references unless a job offer is made, but any offer is made subject to satisfactory references being received.

## Part three: Personal Statement

Please provide us with a detailed personal statement that answers the following four questions, up to 600 words for each.

- Tell us about your experience in a similar role and organisation, the opportunities and challenges?
- Tell us about your leadership style: how do you work, and how do you lead others?
- Tell us about your experience within the artform: successful programmes and initiatives that have engaged artists, audiences and participants?
- Why is this the right job for you, and why now?

No specific format is necessary, and you are encouraged to make this statement your own, reflecting your own personality and putting your case for why you should be interviewed. You should also give the recruiting panel a strong idea of how you would approach the role.