

# Application For Employment

## Information for applicants

- CVs will not be accepted
- All sections of the form must be completed.
- This application form can either be typed or handwritten using black ink.
- If you have any questions before applying, please contact [shelley@SoundLincs.org](mailto:shelley@SoundLincs.org).

Please read the guidance notes on pages 16 - 18 for more information.

<b>Position applied for:</b>	Creative Communication Executive		
<b>Advert Reference:</b>	SJS/CCE/2026	<b>Applicant Number (For Office Use Only)</b>	
<b>Closing date:</b>	10am Wednesday 3 <sup>rd</sup> June 2026	<b>How did you find out about the vacancy?</b>	

## EDUCATION & QUALIFICATIONS

Applicants offered a post will be asked to provide proof of qualifications on appointment.

University / college / school	Full or part time	From	To	Qualification gained, including grades

**Relevant Additional Training (e.g. short courses; further development)**

Course title	Provider	Date	Qualification/certification (as appropriate)

*Please be advised that you will need to bring all original documentation at interview*

**Membership of Organisation or Professional Body**

Organisation	Date	Any Position held	Details

**EMPLOYMENT HISTORY**

**Present/most recent employment**

This may be paid or unpaid or self-employed).

Start/End dates should be as specific as possible, month/year as a minimum.

Where self-employed, give as much detail as possible.

Name & Address of Employer			
Job Title:		Salary:	
Start date in this job:		End date (if appropriate):	

<b>Brief description of job and main duties.</b> If self-employed, give details of nature /range of work and client types.	
<b>How much notice do you need to give?</b>	
<b>Reason for leaving (if appropriate):</b>	

### Previous Employment

Please put most recent job first. Any gaps in employment history since leaving full time education must be explained. Any dismissal or redundancy must be clearly stated.

*Please continue on an additional sheet if necessary.*

<b>Name and address of employer:</b>				
<b>Dates of employment:</b>	<b>Start Date:</b>		<b>End Date:</b>	
<b>Reason for Leaving:</b>				
<b>Final Salary:</b>				

**Job Title and Main Duties.**

If self-employed, give details of nature /range of work and client types.

**Name and address of employer:**

**Dates of employment:**

**Start Date:**

**End Date:**

**Reason for Leaving:**

**Final Salary:**

**Job Title and Main Duties.**

If self-employed, give details of nature /range of work and client types.

**Name and address of employer:**

**Dates of employment:**

**Start Date:**

**End Date:**

<b>Reason for Leaving:</b>	
<b>Final Salary:</b>	
<b>Job Title and Main Duties.</b> If self-employed, give details of nature /range of work and client types.	

<b>Name and address of employer:</b>				
<b>Dates of employment:</b>	<b>Start Date:</b>		<b>End Date:</b>	
<b>Reason for Leaving:</b>				
<b>Final Salary:</b>				
<b>Job Title and Main Duties.</b> If self-employed, give details of nature /range of work and client types.				

### Gaps in Employment

If you have any gaps in your employment, please confirm the details in the box below:

### Further information

Please describe a marketing, communications, or creative campaign that you have led or played a key role in. Your response should include:

- The purpose and objectives of the campaign
- Your specific contribution (including any design, content creation, or strategy work)
- The platforms, tools, and software used (e.g. Adobe Creative Suite, social media, web, print)
- The results achieved and how success was measured

Please describe how you would design and deliver a marketing or communications campaign for SoundLincs. Your answer should demonstrate how you would:

- Promote one of our programmes or projects (e.g. Social Prescription Service, Inside Voices, etc.)
- Develop engaging storytelling and visual content to communicate impact
- Use digital platforms, social media, and design tools (including Adobe Creative Suite if relevant)
- Reach and engage target audiences such as participants, partners, funders, or the public
- Evaluate the success and impact of the campaign

## **Personal Statement**

Use this section to tell us more about yourself and what you would bring to SoundLincs. With reference to the job description and person specification, describe how your skills, knowledge and previous experience whether paid or unpaid, would be useful in this work.

Refer to the enclosed guidance notes, job description and person specification when completing this section.

**Please write a minimum of 100 words.**

**Please continue on a separate sheet if necessary.**



## References

SoundLincs is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. It is SoundLincs' practice to take up references prior to interview. Please give the name and address of two referees from whom SoundLincs may seek information regarding your suitability for employment. If you are currently employed, one of the referees must be your current/most recent employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends (see guidance notes).

<b>Name:</b>		<b>Name:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Tel No:</b>		<b>Tel No:</b>	
<b>Fax:</b>		<b>Fax:</b>	
<b>E-mail:</b>		<b>E-mail:</b>	
<b>Job title:</b>		<b>Job title:</b>	

If you have strong objections to a referee being contacted prior to interview, please indicate your reasons below.

## Reasonable Adjustments for Interview

SoundLincs welcomes applications from people with disabilities:

<b>Do you consider yourself to have a disability?</b>	<b>Yes:</b>	<b>No:</b>
<b>Do you have special requirements in relation to your interview arrangements?</b>	<b>Yes:</b>	<b>No:</b>
<i>If yes, please give details</i>		

## Convictions

This post is exempt from the Rehabilitation of Offenders Act 1974 which gives individuals the right not to disclose details of old offences as they are deemed to be "spent". However, for some jobs employers are allowed to ask about these offences. Please note that a conviction is not necessarily a bar to recruitment.

Certain jobs, such as those working with children or vulnerable adults, will require a check on previous convictions [including those deemed to be spent], plus details of any cautions, reprimands or warnings. Due to the nature of its work, SoundLincs operates a policy of requiring enhanced disclosures to be obtained.

SoundLincs will follow the Disclosure and Barring Services Code of Practice concerning the use of information gained from the Disclosure Service, which ensures that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary.

[illegible]

Issue/Concern	Date	Offence	Outcome

### Additional Checks

If you are a foreign national, you will be required to obtain a Certificate of Good Conduct from the national embassy in the UK if you are successful before you are able to actively work for the company.

If you are a UK national but have lived or worked abroad for a period greater than 3 months, you will be required to obtain a Certificate of Good Repute or Letter of Good Conduct from the home embassy of the country in which you lived or worked, if you are successful before you are able to actively work for the company.

### Declaration:

I declare that I am not on the Disclosure and Barring Services Barred Lists (previously List 99, POCA, POVA, ISA Lists); I am not disqualified from working with children nor subject to sanctions imposed by a regulatory body.

Signed

\_\_\_\_\_

Print Name:

\_\_\_\_\_

Date:

\_\_\_\_\_

Please state below if you are related to or have a personal relationship with any employee of the Company (including the Board of Trustees):

Name(s):	
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Relationship:	
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Do you have a Valid UK Driving Licence?	Yes	No
Please provide details of any motoring offences in the last 5 years.		

## SoundLincs Application Form - Personal Details & EDI Monitoring Form

This part of the form is confidential but should not be detached before submission.

SoundLincs is an Equal Opportunities employer and is working towards making sure that the workforce fairly represents everybody within the community. To help us do this, we will detach this sheet before it is sent to a shortlisting panel and an applicant number will identify applicants only. All the information on this sheet is strictly confidential.

<b>Position Applied For:</b>	Creative Communications Executive	<b>Applicant Number:</b> (for office use only)	
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### PERSONAL DETAILS

<b>Title (Please tick)</b>	Mr	Mrs	Miss	Ms	Dr	Other
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<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Surname at birth (if different):</b>	
<b>Any other surname used:</b>	
<b>Any other forenames used:</b>	
<b>Date of Birth:</b>	

<b>Telephone numbers:</b>	Daytime:
	Evening:
	Mobile:
<b>E-mail address:</b>	

<b>Are you applying for this job on a job share basis?</b>	<b>Yes:</b>	<b>No:</b>
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<b>National Insurance No:</b>	
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<b>Gender Assigned at Birth</b>	
<b>Male</b>	
<b>Female</b>	
<b>Prefer not to Say</b>	

**DIVERSITY MONITORING INFORMATION**

<b>Ethnic Origin</b>			
<b>White</b>		<b>Black or Black British</b>	
British / Scottish / English / Welsh		African	
Irish		Caribbean	
Any other white background		Any other Black background	
<b>Mixed</b>		<b>Asian or British Asian</b>	
White and Asian		Bangladeshi	
White and Black African		Chinese	
White and Black Caribbean		Indian	
Any other mixed background		Pakistani	
<b>Any other ethnic background (please specify)</b>		<b>Prefer not to say</b>	

Religion					
Non-Religious		Christian		Sikh	
Jewish		Muslim		Other	
Buddhist		Hindu		Prefer not to say	

Marriage or Civil Partnership Status			
Married		Never married and never registered a civil partnership	
Formerly in a registered civil partnership which is now dissolved		Separated but still in a registered civil partnership	
In a registered civil partnership		Separated but still legally married	
Surviving partner from a registered civil partnership		Divorced	
Widowed		Prefer not to say	

Sexual Orientation			
Heterosexual/Straight		Asexual	
Lesbian/Gay		Other (please specify)	
Bisexual		Prefer not to say	

<b>Disability:</b> Any impairment that has a sustainable and long-term effect on your ability to carry out normal day to day activities.		
<b>Do you consider yourself to have a disability:</b>	<b>Yes:</b>	<b>No:</b>
<b>Do you have special requirements or need for adjustment in the workplace:</b>	<b>Yes:</b>	<b>No:</b>
If yes, please give details:		

Nationality		
Are you a UK national?	Yes	No
If no, do you have a Certificate of Good Conduct from the national embassy in the UK?	Yes	No
Are you a UK national who has lived or worked abroad for a period greater than 3 months in the last 5 years?	Yes	No
If yes, do you have a Certificate of Good Repute or Letter of Good Conduct from the home embassy of that country?	Yes	No

I declare that the information contained in every section of this application is correct and that I have completed this application personally.

I give my consent to SoundLincs processing the data supplied in this form for the purpose of equality, diversity and inclusion (EDI) monitoring in recruitment and selection, and if relevant, employment within the organisation.

I acknowledge that my application will be treated the same whether or not I complete this form. I understand that I may withdraw my consent to the processing of this data at any time by notifying the organisation.

Any false claim may make this application void. If employment has begun, you may be dismissed.

**Signed:**

**Date:**

Please return the completed application form to:

Shelley Spink  
Executive Assistant  
SoundLincs  
18 St Martins Lane  
LINCOLN LN2 1HY

Email: [shelley@SoundLincs.org](mailto:shelley@SoundLincs.org)

All information on this form is managed and stored in accordance with the Data Protection Act 2018

## **Guidelines on the Application Form**

Thank you for your interest in applying for a job with SoundLincs.

Please do not send a CV. It will not be accepted because all relevant information should be provided on the application form, although you may attach additional sheets if there is insufficient space on the relevant sections of the form.

**We've put the following notes together to help you fill in your application form as effectively as possible, and you are advised to read them before you start.**

### **Equality of opportunity**

SoundLincs is an equal opportunities employer and particularly welcomes applications from groups currently under-represented in the workforce. It is essential that we monitor the effectiveness of our policy, and to help us do this we appreciate your co-operation in completing all sections of the personal details form. This information will not be used when shortlisting, and all information will be treated in the strictest confidence.

Do not send information which includes your name or other personal details, and if you include additional sheets to give further information on any of the sections on the application form, use the applicant number on the front of the form rather than your name to identify them. Do not include references or pictures of yourself.

### **Equality of information**

All applicants will receive the same information about the job, and all applicants are invited to phone for an informal discussion about the job prior to applying for it. This may help you decide if you meet all the criteria and whether you want to proceed with an application.

### **Understanding the job**

The job advertisement gives brief details about the job, but you should also read the job description, which is included with the application form. The job description gives the duties in more detail. The Job Specification lists 'Qualities and Experience' required for the post. These show the knowledge, skills and experience needed to do the job. All this information should give you a clearer idea of what the job is about, and you can then decide whether you want to submit an application.

### **Completing the application form**

How you complete the application form is very important, because shortlisting from this form is the first stage of the selection procedure. The information you provide on the form will be used to decide whether you will be invited to interview. All applications, from both internal and external candidates, are considered against the criteria contained in the job description.

Applicants must either meet at least all the essential criteria or demonstrate how they meet the areas of competence outlined in the job description to be considered for interview for the job in question. If there are a large number of applicants, the desirable and advantageous criteria will also be considered. It is therefore extremely important that you indicate how you meet all the essential criteria and as many of the other criteria or fully demonstrate your competence as possible, so we have a full picture of your skills, experience and ability.

If you need to continue on a separate sheet for any of the sections please do so, making sure that the additional information for each section is clearly headed, e.g. "Training". Please put your applicant number on



any additional sheets so that they can always be linked to the main form – this can be found on the front page of the form.

Please explain any gaps in your employment history.

Please send the completed application form to the email address shown on it and NOT to any other address supplied with the job details or in the advert.

### **Convictions and Disclosure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences as they are deemed to be “spent”. However, for some jobs employers are allowed to ask about these offences.

Certain jobs, such as those working with children or vulnerable adults, will require a check on previous convictions [including those deemed to be spent], plus details of any cautions, reprimands or warnings. Where disclosure is appropriate, the application form will indicate the level required for the job in question.

SoundLincs will follow the Disclosure and Barring Services Code of Practice concerning the use of information gained from the Disclosure Service, which ensures that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary.

### **References**

If you are in paid employment, your current employer should be named as someone we can approach for a reference. References will be made prior to interview. If you have strong objections to any referee being approached at this stage, please indicate in the space provided. No appointment will be made without satisfactory references being received.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you have not been employed before, you should give the names of referees who will be able to comment on your skills and abilities, such as teacher, lecturer, or another professional person who is not a friend or a relative.

You should ask permission from your proposed referees prior to naming them.

### **Right to work**

All employers must ensure that they only employ people who have a right to work in this country. Successful applicants who are not currently employed by SoundLincs will have to produce one of the following documents before they start working for the organisation:

- UK (or Irish) passport
- UK (or Irish) birth or adoption certificate
- Certificate of Registration as a British Citizen

### **Late applications**

The completed application form must reach us by the stated closing date. Late applications may not be considered unless there are exceptional circumstances.

## **Complaints procedure**

If you feel you have not been treated fairly you can write to the Chief Executive Officer [or Chair of the Board of Trustees if this relates to the appointment of the Chief Executive] who will investigate your complaint. We will provide a written reply and if something has gone wrong, we will say so and try to put it right. Such complaints should normally be made within three months of the incident arising.

Please note that complaints can only be raised about the application of the recruitment and selection policy, not about the appointment decision.

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NB It may be useful to take a copy of the application form for future reference.