



Application for Employment

Important Notes for All Applicants

Applicants should read the following notes carefully before beginning to complete this application form.

Your application will comprise of three parts:

- Form A: your personal details;
- Form B: your education, work history and experience relevant to this post, and;
- Equal Opportunities Monitoring Form.

When you return your application a nominated member of staff will file Form A (containing your personal details) separately and confidentially. Therefore, the shortlisting panel will only have access to the information you present in Form B.

The Equal Opportunities Monitoring Form will be anonymised, filed separately and data will only be used for us to monitor our performance against our Equal Opportunities Action Plan.

Form B has a section for you to give us details of your experience and how it makes you a suitable candidate for this post. In this selection process we will be looking for the person who is the best fit for the post. Please ensure you address the person specification demonstrating, with examples, how your experience, knowledge and skills prepare you for this post. Work experience can be both paid and unpaid and any other life experiences are relevant if they are relevant to the person specifications.

DaDa is a safeguarding organisation. You will be subject to checks with the Disclosure and Barring Service if your work involves direct work with children, young people and/or vulnerable adults.



DaDa is both an equal opportunities employer and positive about disability. If you need this or any other information in an alternate format, please contact the office immediately either by:

Telephone: 0151 707 1733

Email: jobs@dadafest.co.uk

Please complete the forms in black ink or typescript.

If needed, you may have someone scribe for you when completing the forms, we require them to also sign Form A.

Application Submission

By post:

Please mark the envelope “Operations & Finance Manager Application” and post to

**DaDa
The Bluecoat
School
Liverpool
L1 3BX**

By email:

Send the completed forms to jobs@dadafest.co.uk

Please put “Operations & Finance Manager Application” in the email title

Completed application forms sent by either post or email should arrive no later than 5pm on Thursday 20th April, 2023

The Selection Process

Shortly after the closing date all applications will be shortlisted based on scoring against the criteria in the person specification. We will let all applicants know by email whether they were successful or not at this stage.



We recognise that the following people are underrepresented in our work force and in the wider performing arts sector, those people who experience racism and marginalisation, who are discriminated against, and facing intersecting barriers including those who are Deaf, disabled and neurodivergent or have long-term health conditions; those from African, Caribbean, LatinX, Middle East, North African, South Asian, East and South East Asian heritages and their diasporas. Any candidate who identifies with at least one of these groups, and meets all of the essential criteria in the person specification, will be guaranteed an interview irrespective of score at shortlisting.

If you are shortlisted you will be sent by email (or post if not available) a venue, date and time for your interview. If you have a problem with any of these, please contact the DaDa office immediately. If you have any access support requirements for your interview, please ensure you have let us know on Form A of your application.

The email inviting you to interview will also let you know if you are required to do any preparation for the interview e.g. a presentation, or if there are further assessments e.g. IT test.

Feedback: we will give feedback to all interviewed candidates, but it is not our policy to give feedback to those who were not shortlisted for interview.

If you want to find out more about DaDa before applying, please see our website:

www.dadafest.co.uk

Good luck.