



UK FILM COUNCIL
LOTTERY FUNDED

skillset

ON THE LOT New Entrants Training Programme 2009 – 2010

APPLICATION PROCESS

Thank you for your interest in the On the Lot New Entrants Training programme.

If you would like to apply for this programme, please read the Guidelines and Job Descriptions (separate document) which can be found on our website (www.screensouth.org). Please then complete the application form which refers to the job you would like to apply for and return it with an up-to-date CV. Applications *must* be submitted by both post and email.

We strongly encourage you to also complete and return the diversity monitoring information which makes up the last two pages of this document. All information given to us on a monitoring form will be separated from the application documents on receipt and will be held anonymously for monitoring purposes only.

If you have any queries relating to the On the Lot programme or application process please don't hesitate to contact us by emailing onthelot@screensouth.org or calling 01303 259777.

Once you have completed the application documents, please send two hardcopies of the application form and two hardcopies of your CV to:

On The Lot
Pinewood Studios
Pinewood Road
Iver Heath
Buckinghamshire
SLO 0NH

You must also email an electronic version of your application form and CV to: onthelot@screensouth.org by the closing date.

The closing date for applications is 5pm, Wednesday 27th May 2009.



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ON THE LOT APPLICATION FORM
New Entrants Training Programme 2009 – 2010

ROLE: Trainee Studio Client Liaison

APPLICANT DETAILS

Name:	
Address:	Contact Numbers:
Email address:	
Date of Birth:	National Insurance number:
Are you legally eligible for employment in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you hold a clean and full driving license? <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION AND TRAINING

Secondary Education

From	To	School(s) / College(s)	Examinations taken and grades obtained

Further Education

From	To	School(s) / College(s)	Examinations taken and grades obtained

WORK EXPERIENCE

Dates		Name, location and nature of business	Position held	Duties/responsibilities
From	To			

MEDIA RELATED ACTIVITY

Please list any media related activity to demonstrate your passion for film (see guidelines)

Dates		Name, location and nature of business
From	To	

What was the Last Film you saw? Did you like it? Why? (no more than 25 words)

What is the Pinewood Studios Group? (no more than 25 words)

What are the key services provided at the Studio? (no more than 50 words)

Which awards have the Pinewood Studios Group or its employees recently received (2009)? (25 words)

Please enclose an up to date CV which explains any gaps in employment and clearly states which employers and associates we could contact for a reference.
CV enclosed

How did you find out about this application?

Screen South Website		Screen South Newsletter		Newspaper/ Magazine advertisement (please state which)		Other (please give details)	
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Are you aware of any personal or professional relationship with any staff or board member of Screen South?	YES		NO	
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If so please state who: -

VERIFICATION

Please sign and date below to indicate that you are providing full and accurate information in your application, including this form, your CV and any subsequent interview.

Signature: _____ Date: _____

Thank you very much for filling out this form, and for supplying your CV.

Diversity Monitoring Questionnaire

Skillset is committed to diversity and equal opportunities in all aspects of our work:

“Skillset recognises that the creative media industries both serves, and draws, on the talents and skills of a diverse population. The diversity consists of visible and non-visible differences. It is the harnessing of these differences, which results in a globally successful, creative and productive industry. As the Sector Skills Council, Skillset is pro-active in setting and sustaining quality standards of training and development in such a way as to value these differences in the attainment of personal and corporate goals.”

The personal information requested in this form will help us to comply with the law and to ensure that our policies and practices are fair and effective. The information provided will be treated in strictest confidence and processed in accordance with the Data Protection Act 1998.

If you would prefer not to answer any individual questions then please leave them blank. The responses that you give will assist us greatly in our commitment to diversity.

Gender

Male
Female

Date of Birth

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Ethnic Origin

Asian or Asian British – Indian
Asian or Asian British – Pakistani
Asian or Asian British – Bangladeshi
Asian or Asian British – Other
Black or Black British – Caribbean
Black or Black British – African
Black or Black British – Other
Chinese
Mixed – White and Black Caribbean
Mixed – White and Black African
Mixed – White and Asian
Mixed – Other
White – British
White – Irish
White – Other
Other (please specify) _____

Do you consider yourself to be a disabled person?*

Yes
No

** Disability, as defined by the Disability Discrimination Act, covers many people who may not usually have considered themselves disabled. It covers physical or mental impairments with long term, substantial effects on ability to perform day-to-day activities.*

Nature of disability (please tick all that apply):

Deaf or hearing impaired
Blind or visually impaired
Musco-skeletal (co-ordination/dexterity/mobility)
Mental health (including serious depression)
Learning disabilities (includes dyslexia)
Long-term illness or debilitating disease
Other

Do you have any dependent children (under the age of 16) living with you?

- Yes
- No

In which of the following nations or regions do you live?

- Wales
- Scotland
- Northern Ireland
- London
- South East
- South West
- West Midlands
- East Midlands
- East of England
- North East
- Yorkshire and the Humber
- North West
- Outside the UK

Do you speak Welsh? *

- Yes
- No

** As part of Skillset's Welsh language Scheme, we are committed to actively researching and reacting to bilingual need. The information provided in this question will help us with our work.*

Which of the following best describes your current or most recent employment or activity?

- Freelance (a contract of 364 days or shorter)
- Permanent or long term contract (365 days +)
- Sole trader
- Running own company
- Voluntary or unpaid basis
- Unemployed
- Student
- Other (please specify) _____

Sexual Orientation

- Bisexual
- Gay
- Heterosexual
- Lesbian

Religion/belief

- No religion or belief
- Buddhist
- Christian
- Hindu
- Muslim
- Jewish
- Sikh
- Other (please specify) _____