

Spike Island

GUIDELINES FOR SUBMITTING AN AUDIO FILE APPLICATION

- Your overall application file should be no longer than 8 minutes long.
- Please do not include your name anywhere in your verbal statement.
- We accept file types for audio only applications: mov, mp4, mpv, wmv, avi, mpg. Alternatively, you can send us your submission through Dropbox, Google Drive or WeTransfer.
- To submit an audio application, please email recruit@spikeisland.org.uk with your audio file or a link to it.
- Please include your name, telephone number, home address and whether you identify as having a disability in your email. If you have any access needs, please list any requirement or reasonable adjustment requests in your email, and we will work with you to see they are met at the interview stage and in the event of the offer of employment. Please also let us know if the interview date advertised would not be convenient for you.
- Your Audio submission, should include the same details as required by the Word document application form submission, which are:
 - Please describe your present or most recent employment (employer's name, employment dates, position held and summary of duties, and reason for leaving)
 - Previous employment
 - Supporting statement:
With reference to the key responsibilities and person specification in the pack, please explain why you are applying for this internship (on no more than one page).
 - Please reference your most recent educational qualifications gained (school, college or university)
 - Professional qualifications, volunteering and other relevant experience: please include details of any professional qualifications gained, date and the professional body.
 - Relevant experience: please give details of any other experience which you consider to be relevant to your



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application, including those gained outside education or the workplace.

- Work permit: are you eligible to work in the UK
- Criminal Convictions – please state 'none' if you have any criminal Convictions
- Details of two references (including name, job title, telephone number, email address, and address.). Please Note: We will not contact any references without obtaining your permission first.



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