



## **Guidance to completing your online application**

### **Assistance**

If you need help at any point during office hours please call the Human Resources Office tel: 020 7957 4703 or email: [opportunities@bfi.org.uk](mailto:opportunities@bfi.org.uk) which is checked each day.

### **Introduction**

The application form plays a very important part in our selection process, and will be used as the basis for longlisting you for the role you have applied for.

You must fill in all sections making sure the information you provide is clear and accurate. The information you provide will be treated securely and in confidence under the General Data Protection Regulation (2018) – see section below.

### **Job Search**

Start your job search, you can search by Job Title if you are aware of one, any key words, location, job category/type and you can select how you would like the search results to be ordered then click search.

Select the job title you are interested in applying for to view the details of the role, click Apply online to start your application.

### **Create and Account / Log on**

You will be directed to our privacy policy before you can log in to begin your application, please read through the details of our policy and click on Proceed and Continue to be taken to the Log in page.

If you have an active account with us you will be able to log in using your username & password you had previously created, to set up a new account select [New user registration](#) where you will be asked to enter your title, Forename, Surname, Email address (this will become your username) and a Password.

### **Personal Information**

Make sure you complete this section fully. It is important that you provide us with an email address and contact details such as a mobile phone number, as we will need this to contact you should you be longlisted for an interview.

**Attachments**

For certain roles (as we specify) you will have the option of applying by attaching your CV.

If you wish to upload your CV you should click on the browse button and navigate to the file that you want to attach. Click the Add File button to add another attachment. Make sure that all the information requested within our application form is included clearly in your CV or complete the relevant part of the application form.

Please also complete the supporting statement regarding what you bring to the role and how you meet the criteria of the person specification. Please note that there is a limit of 2MB per document, and a maximum of two documents can be uploaded.

**Employment History**

Detail the name and address of the organisation, your position, the date you started at the organisation and the date and reasons for leaving (if applicable). You are also required to include a brief description of your role, the grade you were/are working to and provide your annual salary if the employment was paid.

Click Add to save this information and to add the next period of employment. It is important that you include all relevant work experience including part-time work or temporary jobs, work experience or voluntary work. Remember to fill in fully the name and address of employer, your position and salary, main duties of the role and the reason for leaving.

**Education & Training**

You must ensure you provide all information about your education and qualifications obtained, including those qualifications you are currently studying for. If you are appointed, we will ask you to provide original copies of your qualifications upon joining the BFI.

Please also provide details of any relevant professional training courses that you have completed and membership of any relevant professional bodies.

**Supporting Statement**

This section is an essential part of your application. Before completing this section, read through the Job Description and Person Specification and consider carefully why you are suitable for the post, relating your skills, knowledge and experience to the duties of the role as fully as possible.

Please provide examples of how you can demonstrate that you have the skills and experience to carry out the role. The example may be from your current job or from an activity you have been involved with in the past.

Please do ensure you mention all relevant experience as we cannot assume anything from a job title you may have had in the past. Please, however, be aware that there is a limit of 8000 characters (including spaces).

### **References**

Please complete details for two work or education referees, which must include your current or most recent line manager (where applicable). If you are a school/college leaver, please provide the name and address of your tutor and if applicable the manager of your most recent work experience placement.

Please indicate on the form if you do not want us to contact your referees prior to an interview.

### **Diversity & Inclusion Monitoring Form**

The BFI is committed to diversity and inclusion in all of our employment practices. We appoint on merit the best candidate for any post irrespective of gender, age, race, colour, ethnicity or national origin, religion or belief, sexual orientation, disability, marital status, accent or background.

All aspects of recruitment are monitored to ensure that our policies and procedures are inclusive. Without accurate data on the composition of our workforce and our applicants, we are unable to monitor the effectiveness of our commitment to diversity and inclusion.

The monitoring form is confidential. It does not form any part of the recruitment process and is not seen by the interview panel. Our longlisting is also carried out name blind.

The BFI is positive about employing disabled people and is a 'disability confident' employer. All applicants self-identifying as disabled who meet the minimum requirements of our job specification will be offered an interview. You should tick 'yes' to this question in your application if you consider that you have a disability (as per the Equality Act 2010) such as a long-term limiting illness or health problem (of 12 months or more), or a diagnosed condition that may affect your future ability to carry out normal day to day activities.

If you are invited for interview, please inform Human Resources of any requirements you may have for the interview. You will also be asked about this in the letter setting out the interview arrangements.

We are Stonewall Champions, reflecting our commitment to LGBTQ+ representation in our workplace.

### **Additional information & Declaration**

Any offer of employment will be subject to you providing evidence that you have the right to work in the UK.

If you are invited to an interview and would require any reasonable adjustments we would also need you to supply details of the adjustments you require.

In signing the form you confirm that all the information you have given in the application form is true and accurate. Giving false information which results in your appointment will render you liable to dismissal without notice.

### **General Data Protection Regulation (GDPR)**

The BFI takes its responsibility for Data Protection seriously and complies with the GDPR (May 2018). All information provided in your application will be treated in confidence and securely.

If you are appointed, your application details will form part of your electronic personal record. If your application is unsuccessful, your details will be kept for 12 months, and will then be securely destroyed.

### **Applying via Email**

If you have difficulties applying online / are unable to apply online please apply by email to: [opportunities@bfi.org.uk](mailto:opportunities@bfi.org.uk) ensuring that you submit your application form or CV, a supporting statement outlining why you meet the person specification for the role you have applied for, plus your completed diversity and inclusion monitoring form. We will not be able to progress your application if you have failed to submit any of these documents.

**Thank you for applying and Good Luck**