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| **Application Form Guide** | |
| **Exclamation Mark Icon - Free PNG & SVG 93071 - Noun Project** | **Remember:**   * We will only consider information that is entered onto the official **application form.** * Other evidence, like CVs, copies of certificates, references, etc. **will not be considered.**   + Please do not include them with your application. |
| **Application Form Icons - Free SVG & PNG Application Form Images - Noun  Project** | * If your answers do not fit on the application form, you can use **one extra page of A4.** |
| **Application Form Icons - Free SVG & PNG Application Form Images - Noun  Project** | * **To apply**, you can download an application form * You can also **request** **a form** by emailing [applications@productionguild.com](mailto:applications@productionguild.com) |
| **Contact Icons - Free SVG & PNG Contact Images - Noun Project** | **Section 1: Contact Details**   * Please include answers to all the questions. |
| **YES / NO** | * Where there is a ‘YES/NO’ answer, please **delete either ‘YES’ or NO’.** |
|  | * Please ensure that you submit **accurate contact details** * This is so that you receive a **prompt reply** to your application. |
| **Contact Icons - Free SVG & PNG Contact Images - Noun Project** | * Please note **that email and telephone** will be the primary form of communication. |
|  | **If your details change** for any reason please **tell us.**  You can email: [applications@productionguild.com](mailto:applications@productionguild.com) |
| Qualification Icons - Free SVG & PNG Qualification Images - Noun Project | **Section 2: Education, Training and Qualifications**   * List all your education and training that is relevant to your application. * Please start with your **most recent achievement** first. * We are interested in:   + Vocational training   + Formal training   + Informal training |
| Experience Icon Png posted by Brittany Garrett | **Section 3: Work Experience**   * Please list all your work experience **(paid or unpaid)** * Please start with your **most recent work** **experience** **first**. |
|  | * Please provide:   + Start and end dates   + Details of your employer   + Your job title   A **short description of your job** **role** and annual pay if applicable. |
| **question-mark Icon - Free PNG & SVG 57788 - Noun Project** | **Sections 4 – 8**   * Please **answer all questions** to the best of your understanding. * If you are **finding it difficult** to answer any of the questions, consider **reading the guidance documents again.** |
| **references Icon - Free PNG & SVG 2809153 - Noun Project** | **Section 9: References**   * We require you to give us the details of **two referees.**   + One of these must be your **current employer**   + Or last employer if you are not currently working. |
| **references Icon - Free PNG & SVG 2809153 - Noun Project** | Please note that we will **not contact your references** unless you are being offered a place on the programme. |
| Online test - Free computer icons | **Tests**   * As well as the application form, you need to submit **two online tests**. |
|  | * One test is in **Maths**   + You can find the test [here](https://forms.microsoft.com/e/5itQMeYUKj). |
|  | * One test is in **written English**   + You can find the test [here](https://forms.microsoft.com/e/k2sTN55xYC). |
| Equality Now | Theory of Change | **Diversity Form**   * The Production Guild and Netflix are committed to **helping the industry** tackle the issue of a lack of diversity within the current workforce. * The diversity monitoring form will **allow us to see** whether our information and marketing is **reaching the people we want to reach.** |
|  | * The questions on the diversity monitoring form are **optional** * You can choose **not to answer all of them** if you don’t want to. |
|  | * Answers on the diversity monitoring form will **not be sent** to people deciding who is selected for interviews. |
| page1image31204704 | * Diversity monitoring forms will have **names removed** so that they are **anonymous.** * The forms will then be **sent to Netflix.** * Please **contact us** if you are concerned about this. |
| **12** | * **Question 12 on the diversity monitoring form** is about the job your parent or main caregiver did when you were 14 years old. |
|  | * There are **different categories of job** listed. * You might want to use the **lists on this Easy Read** to decide what category to include. |
|  | “**Clerical and intermediate occupations**” means jobs like:   * Secretary * Nursery nurse * Office Clerk * Call Centre Agent |
|  | “**Middle and junior managers**” means jobs like:   * Office manager * Warehouse manager * Restaurant manager * Call Centre Agent |
|  | “**Modern professional occupations**” means jobs like:   * Teacher * Nurse * Social worker * Artist |
|  | “**Routine manual and service occupations”** means jobs like:   * Van driver * Cleaner * Porter * Waiter |
|  | “**Semi-routine manual and service occupation**” means jobs like:   * Postal worker * Security guard * Machine worker * Receptionist |
|  | “**Senior manager and administrators**” means jobs like:   * Finance manager * Chief executive |
|  | “**Technical and craft occupations**” means jobs like:   * Plumber * Printer * Electrician * Fitter |
|  | “**Traditional professional occupations**” means jobs like:   * Accountant * Solicitor * Scientist * Doctor   **Application Form Icons - Free SVG & PNG Application Form Images - Noun  Project**  **What to submit**  You should send us:   * A finished **application form** * A finished **diversity monitoring form**   These should be emailed to [applications@productionguild.com](mailto:applications@productionguild.com)  You should also complete:   * An online **maths test** * An online **written English test** |
| A black background with a black square  Description automatically generated with medium confidence | **When to submit**  You should send us everything by:  **Date:** Thursday 4th January 2024  **Time:** 10am  Please send everything **as early as you can** so that we have **as much time as possible to read all the applications.** |
|  | **Find out more:**  You can find out more about accounting in an interview with **Kelly Phillips,** the **Finance Director** at Netflix.  You can watch more [here](https://vimeo.com/349538527). |