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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
 |
| **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  |
| 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).
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| 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 You should also complete:* An online **maths test**
* An online **written English test**
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| 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:** 10amPlease 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). |