

Guidance notes for application form for external candidates

Please read these carefully before completing the form.



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Additional help

If you require any additional help with completing the form, which is not covered in this guide, please email: recruitment@LFS.org.uk or telephone 020 7836 9642.

Disability

LFS understands that some applicants, due to a disability, may find some aspects of the recruitment process challenging. Our aim is to provide disabled applicants with the same opportunities and strive to comply with the duties placed under the Equality Act 2010 to make reasonable adjustments where possible.

If you require further guidance with the completion of this form, then please either telephone or email us using the contact details above under Additional Help.

We are a member of the Government's Disability Confident scheme as a 'Disability Confident – Committed' employer. We offer a guaranteed interview to all applicants who have declared a disability, if they meet the essential criteria for the role.

If shortlisted, you will receive an invitation to interview via email (unless otherwise specified), which will ask whether you have any special requirements. Please reply to the email if you require any adjustments, which will enable you to attend the interview. Adjustments may include, but are not limited to: Wheelchair access, special equipment and modification to document print size.

Equality and diversity

LFS is committed to equality and valuing diversity within its workforce. LFS will not discriminate against any applicant on the grounds of gender, age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

General guidance

The purpose of the application form is to enable us to shortlist candidates for interview using fair and consistent approach.

- Please complete all sections of the form electronically where possible but if in writing, please use black ink.
- Keep all information relevant to the appointment applied for.
- Please ensure that all information requested is provided on the application form. Any information provided on CV's will not be considered.
- Please refer to the job description when completing your supporting statement.
- Please do not add additional pages to your application.
- Please ensure that the application and diversity form are signed, dated, and returned by the closing date shown on the job advert.
- The omission or falsification of information could lead to disqualification of your application, or if appointed, dismissal.

If you have not received a response within 4 weeks of your application, then please assume your application has been unsuccessful.

Completing the application form

We carry out anonymous shortlisting for all our vacancies as part of our commitment to equality and diversity and to ensure a fair and consistent approach to recruitment. Candidates will be assigned an application reference number and recruiting managers are sent only the application form to assess for shortlisting. Please do not include any personal information in the application form other than what is requested.

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- Application reference number – Please leave blank – this is for office use only.
- Post applied for – Please detail the job post you are applying for from the job advert.
- How did you hear about this vacancy? – Completing this section allows us to assess the effectiveness of advertising sources on an ongoing basis.
- Employment history – Please provide details of the organisation that you currently work for. If you are not employed, please give the details of your last employer/school/college/university in this section. Briefly outline the duties that you undertook, highlighting key responsibilities and accountabilities. Please also state your reason for leaving the post.

Pages 2 and 3

- Previous employment – Please provide details of previous employment on these pages. All gaps in employment should be explained (study, travel etc.). In the case of school leavers or graduates, complete this section by outlining work experience placements or any part time work undertaken.

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- Education and training – Please enter details of secondary, further, and higher education, including any relevant college/university education, whether full or part time.
- Please provide details of any qualifications with grades.
- If you hold a professional qualification, please provide details of the grade of membership.

Pages 5 and 6

- Personal statement – Please refer to the job description and person specification to tailor your details of relevant skills and experience. The information provided in this section will be scored against other candidates and what is primarily used in the shortlisting of candidates for interview.

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- Referees – Please provide the name, position, address, telephone number and email address of at least two referees covering a minimum of the last 3 years. Please note that we need the entire last 3 years covered with no gaps. If there has been any gaps in employment it is recommended that you include a personal referee of a professional person known to you for a minimum of 3 years. In respect of those applicants still in education or having recently left education, a school or college, /university tutor should be one of the referees. It is LFS policy to request references when we make an offer of employment.
- Relationship to LFS employees/Board members – to remain fair and consistent throughout the recruitment process we ask you to declare the name and position of

any relative at the School, so we can ensure that they have no involvement with your application for employment. It is the policy of LFS to appoint only on merit. We therefore, require you to declare any relationship you may have with employees or Board members of LFS, who may be required to declare an interest in your application. Please note that canvassing will lead to disqualification.

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- Declaration – Please read through the statement. By submitting the application form you are confirming that the information you have provided is, to the best of your knowledge, accurate and true. Please note that false information discovered later will lead to disqualification or dismissal following appointment.

Completing the Equality & Diversity monitoring form

This monitoring form will be detached from the application form prior to shortlisting. It will not be seen by those involved in the recruitment process. The other information provided will be used for statistical purposes only, to ensure that our recruitment processes uphold our commitment to equality of opportunity.

Thank you for your interest in working with The London Film School.

If you have any comments or a complaint regarding the LFS recruitment process, please email Recruitment@LFS.org.uk. Alternatively, you can telephone us on 020 7836 9642 and ask to speak to the HR department.

About The London Film School

London Film School (LFS) is the oldest film school in the UK. For more than 65 years, LFS has been the place for emerging creative talent to hone their craft, find their voice and engage directly with the vibrant UK screen industries. The School offers three full-time MA programmes, a Ph.D. Film by Practice, and a full calendar of short courses.

The School is consistently named as one of the top international film schools by The Hollywood Reporter, celebrated for its commitment to film, innovation and creative freedom, and its reputation for teaching excellence and practical learning. LFS welcomes a student cohort from every corner of the globe, LFS has always been a cultural hub where fresh voices, experiences and perspectives rub shoulders with tradition and history. A global network, once built, lasts a professional lifetime.

The School is committed to collaborative practice-based learning and produces over 180 films every year, creating a dynamic and intensive film environment. LFS nurture and respect the imagination of students, allowing them to experiment, challenge conventions and explore new modes of storytelling, and to find new ways to connect with audiences.

We are a non-profit educational charity with Greg Dyke as its Chairman of the Board and Neil Peplow as our Director.

Further information can be found on our website www.lfs.org.uk