

**JOB APPLICATION FORM**

Please save this form to your computer, complete and return as an e-mail attachment to kirsty@glosacadmusic.org by 5pm on Thursday 6th October 2022

**POST APPLIED FOR: Finance Officer**

**Part 1 PERSONAL DETAILS**

|  |  |
| --- | --- |
| Forename(s) | SurnamePrevious surname(s) (if applicable) |
| Full Address Post Code | Home telephone number |
|  | Mobile Phone Number |
| Do you require a work permit to work in the United Kingdom? | Work Phone NumberExtension |
|  | Email  |

**Part 2**

**EDUCATION AND QUALIFICATIONS**

**SECONDARY EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| From - to | School | Exam Level | Examination results (subject, grade) |
|  |  |  |  |

Important note:

Please include a full history in chronological order since leaving secondary education, including periods of any post-secondary education/training. In the employment section, please include part-time and voluntary work as well as full-time employment, with start dates, explanations for periods not in employment or education/training and reasons for leaving employment.

**ACADEMIC**

**(degree level or above/professional qualifications, e.g. accountancy)**

|  |  |  |  |
| --- | --- | --- | --- |
| From - to | School | Exam Level | Examination results (subject, grade, awarding body) |
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**OTHER TRAINING COURSES**

|  |  |  |  |
| --- | --- | --- | --- |
| From - to | School / Training Org. | Level | Examination results (subject, level, grade) |
|  |  |  |  |
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**MEMBERSHIP OF PROFESSIONAL BODIES**

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**Part 3**

**CURRENT EMPLOYMENT**

Name of current employer:

Address:

Post held:

Date started:

Notice required:

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Salary (pa):

Brief description of duties:

**Previous employment (most recent first)**

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| --- | --- | --- | --- | --- |
| From | To | Employer’s name and address | Position held and duties | Reason for leaving |
|  |  |  |  |  |
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**Part 4**

**EXPERIENCE / RELEVANT SKILLS / FURTHER INFORMATION**

Please state why you are interested in the post and how your experience and achievements to date would make you a suitable candidate. It is important that you relate your information to the **job description, person specification** and other information provided (we recommend that you visit our website to help you prepare your application). Please address each item on the person specification using the appropriate headings. This section should be between one and two sides of A4.

Please list any other interests and hobbies.

|  |
| --- |
|  |

Have you ever been convicted of a criminal offence? If YES please specify here, including offence and date of conviction. Please DO NOT give any further information or explanation.

Spent convictions need not be declared unless you are required to declare such a conviction under the Rehabilitation of Offenders Act 1974.

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**PART 5**

**VERIFICATION OF EMPLOYMENT OR EDUCATION RECORD**

Please give details of two referees (not relatives) who know you well and can provide current information about your work experience and skills. One referee must be your present or most recent employer.

If you have not been in paid employment, please give the head of relevant education or training establishment and/or the manager of a voluntary organisation for whom you have worked.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Occupation/Job TitleConnection with candidate | Email address | Telephone Number |
|  |  |  |  |
|  |  |  |  |

Verification is normally only sought after interview. Please tick this box if you do not wish us to approach your present employer unless a firm offer of employment has been made.

**Declaration**

I declare that to the best of my knowledge the information given on this form is correct and can be treated as part of any subsequent contract of employment.

Any offer of employment is subject to a satisfactory DBS check and references.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How did you hear about this job opportunity?**

**­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Equal opportunities monitoring form**

Gloucestershire Academy of Music strives to be an Equal Opportunities employer and to ensure that all applicants are treated fairly and appointed solely on their suitability for the post irrespective of race, nationality, gender, disability, religion/belief, sexual orientation, marital status, social class, age, unrelated criminal conviction or whether you wish to job share. All stages of the recruitment process are monitored to check that unfair discrimination is not taking place. Please complete the following by ticking the relevant boxes.

I would describe my race or ethnic origin as:

White UK White other: please specify -

 Black African

 Black Caribbean

 Black other: please specify -

 Indian

 Pakistani

 Bangladeshi

 Chinese

 Other Asian: please specify

 Any other race or ethnic group please specify -

Gender:

I am aged between 16 and 65 years Yes / No

I have a disability I would like you to know about Yes / No

I am registered disabled with a job centre Yes / No

I am applying for this post as a job sharer Yes / No

Please state where you saw the position advertised:

Post applied for:

Date:

The information you provide on this form will help us to monitor our Equal Opportunities Policy and make sure it is working in practice. It will be treated in the strictest confidence and forms no part of the selection process.