**APPLICATION FORM**

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Short listing will be based on the information gathered from the form, read in conjunction with the person specification.

Please either type directly in this form using Microsoft Word or print out and complete the form in black ink and BLOCK CAPITALS and return to [louiserussell@gorsehillstudios.co.uk](mailto:louiserussell@gorsehillstudios.co.uk), or in a marked envelope FAO Louise Russell, Gorse Hill Studios, Cavendish Road, Stretford, M32 0PR. Closing date- 28th February 2022.

GUIDELINES

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| --- | --- | --- | --- | --- |
| *Position Applied For: Music Coordinator* | | | | |
| 1. *Applicants Details:* | | | | |
| *Title:* | *Family Name:* | | *Forename name:* | |
| *Home address:* | | | | |
| *Post Code:* | | | | |
| *Telephone number: please include full STD code* | | | | |
| *Home:* | | *Work :* | | *Mobile (where possible): 070* |
| *email address:* | | | | |

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| --- | --- |
| Do you hold a current driving licence? | Yes/No |

OSITION APPLIED FOR:

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| --- | --- | --- |
| Are there any restrictions regarding your employment? e.g. do you require a Work Permit? | Yes\*/No  \*If you answer Yes please supply details on a separate sheet of paper | |
| How much notice do you need to give to your current employer? | 11 month | |
| Criminal Convictions  Any offer of employment is conditional upon receiving a satisfactory Disclosure from the DBS.  If you are successful in your application, you will be required to complete a Disclosure and Barring Service check.  Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service.  Roles in this organisation are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered “spent” under the Act) must be declared.  If you have a criminal record this will not automatically debar you from employment.  Instead, each case will be assessed by Gorse Hill Studios.  Do you have any convictions, cautions, reprimands, or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?  Please answer: YES NO  If ‘YES’, please provide details in an email marked “confidential” to louiserussell@gorsehillstudios.co.uk making it clear which post you are applying for. | |  |

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| 1. *Employment Record* | | |
| Please start with your most recent employment. Briefly describe the main duties and  responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in Section 5: Experience /skills. | | |
| *Current/most recent employer / organisation* | | |
| Name: |  | |
| Address: |  | |
| Job Title: | From: | To: |
| Brief description of duties: | | |
| Reason for leaving/changing: | | |

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| --- | --- | --- |
| *Employer/organisation* | | |
| Name: |  | |
| Address: |  | |
| Job Title: | From: | To: |
| Brief description of duties: | | |
| Reason for leaving/changing: | | |

|  |  |  |
| --- | --- | --- |
| *Employer/organisation* | | |
| Name: |  | |
| Address: |  | |
| Job Title: | From: | To: |
| Brief description of duties: | | |
| Reason for leaving/changing: | | |

OYMENT RECORD

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| 1. *Education* | | | |
| Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent. | | | |
| *Name of school / college / university / training body* | *Subject studied* | *Qualification/Level* | *Date gained* |
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| *4. Training* | |
| Please list any training you have received or courses which did not lead to a qualification but which you feel is relevant to the advertised post. | |
| *Training Course* | *Date* |
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| *5. Experience / Skills* |
| This section is for you to give specific information in support of your application. Please set the information out in this space.  After reading the Job Description and Person Specification carefully, consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application. You may wish to use the headings in the person specification in order to set the information out clearly. |
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| |  | | --- | | *6. References* | | Please supply names and contact details for two references, one of which should be your current or most recent employer if applicable | |
| Name |
| Address |
| Telephone |
| Email |
| Title |
| Relationship to You |
|  |
| Name |
| Address |
| Telephone |
| Email |
| Title |
| Relationship to You |

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| *8. Declaration and Signature* |
| The information supplied in this application form is accurate to the best of my knowledge.  Signed  Date |

By signing and returning this application form you consent to Gorse Hill Studios Creative Community using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party. Thank you for completing the form.