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## APPLICATION FOR EMPLOYMENT

# PRIVATE AND CONFIDENTIAL

Thank you for your interest in working for B:Music. This form is intended to make the application process as straightforward as possible and to ensure that all applicants are treated equally. Please read each section carefully before completing it. Return to [recruitment@bmusic.co.uk](mailto:recruitment@bmusic.co.uk)

|  |  |
| --- | --- |
| position applied for | DATE OF APPLICATION |

|  |  |  |  |
| --- | --- | --- | --- |
| SURNAME | | FORENAME(S) | |
| CONTACT ADDRESS | | | |
| POSTCODE | TELEPHONE | | |
| E-MAIL ADDRESS | | | MOBILE TELEPHONE |
| DO YOU REQUIRE A WORK PERMIT TO WORK IN THE UK? | | |  |
| ENTITLEMENT TO WORK IN THE UK To take up this post you must have the right to work in the UK. Please note that THSH does not hold a sponsor licence and, therefore, does not issue certificates of sponsorship under the points-based system. **Please state whether you have the right to work in the UK?** | | | |
| DO YOU HAVE ANY CONVICTIONS THAT ARE NOT YET SPENT UNDER THE REHABILITATION OF OFFENDERS ACT? Having a criminal record will not necessarily bar you from working for THSH – much will depend on the type of job you have applied for and the background and circumstances of your offence. For some posts, an offer of employment will be subject to a DBS check. If this applies to the post for which you are applying, this will be noted in the application pack.  If yes, please give details | | | |

# SUPPORTING INFORMATION – please read carefully before you start

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| --- |
| All recruitment to roles at B:Music is done in such a way that your identity is broadly concealed. We focus on assessing your skills and experiences, based on key competencies. In addition, your application is anonymised and assessed by several people.  In place of a generic supporting statement, we are asking you to answer the questions outlined in the advert (see website). We give you a word count limit (250) to encourage you to be succinct. You may wish to bullet point your answers where you consider that is the best way to present the information. You can also record and send a recording to us.   1. 1. What makes you the ideal candidate for this role 2. 2. How do you ensure the work you produce is accurate? 3. 3. How do you ensure you meet the deadlines you are given? 4. 4. In this role, you rely on the provision of timely and accurate data from people outside of the team, what skills do you rely on to ensure this happens, e.g. how do you persuade others 5. 5. What do you think you’ll enjoy about working at an arts charity in a venue. |

## EMPLOYMENT HISTORY

**PRESENT OR MOST RECENT EMPLOYER**

|  |  |
| --- | --- |
| Name and Address of Employer | Post held and brief description of duties |
| Salary and benefits | Nature of business |
| Date appointed | Date left (if appropriate) |
| Reason for leaving / wishing to leave | |
| Notice period | Type of employment: e.g. full time/part time/ perm/temp. |

**PREVIOUS APPOINTMENTS** **(most recent first), please account for periods of unemployment and go back no more than 10 years.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates (month/year) | Name of Employer and position you held | Salary on Leaving | Type of employment | Reason for leaving |
|  |  |  |  |  |

# EDUCATION AND TRAINING

Please list all the qualifications you have:

|  |  |
| --- | --- |
| Qualification Description (e.g HND) | Grade Attained |
|  |  |

|  |
| --- |
| How do you rate your IT and digital skills and what packages are you familiar with? |

# REFEREES

|  |  |
| --- | --- |
| Please give details of two referees, one of whom should be your present or most recent employer, the other could be someone who knows you in a work related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post applied for. References will only be taken up for successful candidates following interview.If you do not want us to contact your present employer without your permission please tick this box [ ]If you agree to us contacting your previous other employer’s at any time, please tick this box [ ] | |
| Referee 1 (present or most recent employer) | |
| Name | Position |
| Company | |
| Address | |
| E-mail | Telephone |
| In what capacity does this person know you? |  |
| REFEREE 2 | |
| Name | Position |
| Company | |
|  | |
| E-mail | Telephone |
| In what capacity does this person know you? | |

|  |
| --- |
| In completing and submitting this application I am declaring that to the best of my knowledge the information given on this form is true and correct.  I understand that it will be treated as part of any contract of employment should I be offered and  accept employment within the company. I understand that misleading statements or deliberate  omissions may be sufficient grounds for withdrawing or cancelling any offer of employment or render me liable to subsequent dismissal. I understand that the information will be stored subject to the provisions of the Data Protection Act. I agree to information provided on this form and the monitoring form being used by B:Music in accordance with the Act and in particular for equal opportunities monitoring. |