Logo

Description automatically generated

Supporting Information

|  |  |
| --- | --- |
| **INITIALS** | **CONTACT NUMBER** |
| **ROLE APPLIED FOR** |  |

**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. The supporting information is anonymized where it needs to be and is assessed by several people.**

**Please look at the job information and detail how you best meet the criteria for the role, where possible address your experience to the criteria in the person specification. Try and give clear examples and if you are unsure please refer to the ‘How we recruit at B:Music’ document.**

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| --- |
| 1. What makes you the ideal candidate for this role?  2. How will you ensure the B:Music’s box office service becomes synonymous with excellent customer service?  3. How will you use technology to innovate and improve the box office service?  4. What skills will you bring to manage a team in a very fast paced environment?  5. How will you support B:Music’s status as a charity in the course of your work? |
|  |

## 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 the qualifications you have, please look at the person specification to include:

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

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| --- |
| What IT 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? | |

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| --- |
| 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. |