

Application Form

# SECTION ONE

## CONFIDENTIAL APPLICATION FOR EMPLOYMENT

This application form and the personal details it contains will be kept on record.

POSITION APPLIED FOR: Finance Administrator

SURNAME:

FORENAMES:

ADDRESS:

DAYTIME TELEPHONE NO:

EVENING TELEPHONE NO:

EMAIL ADDRESS:

DATE OF BIRTH:

NATIONAL INSURANCE NUMBER:

PLACE OF BIRTH: NATIONALITY:

DO YOU HOLD A CURRENT DRIVING LICENCE? NO YES

If YES, is it Ordinary / PSV / HGV / Other

DO YOU HAVE ANY ENDORSEMENTS? NO YES

Detail .............................................................................................................................................

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DO YOU HAVE A CRIMINAL CONVICTION NOT REGARDED AS SPENT UNDER THE REHABILITATION OF OFFENDERS ACT 1974?

 NO YES

Detail ................................................................................................................................

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Please note: the above two pages will not be seen by the shortlisting panel

CONTINUES ON PAGE 3

# SECTION TWO

PREVIOUS EMPLOYMENT

Please detail your work history (paid or unpaid) with your current or most recent employer first:

Name and Address of Employer From To

Rate of Pay

Reason for Leaving

Position Held and Duties Undertaken

If offered employment how much notice are you required to give your current employer?

WORK HISTORY (continued)

Please list your work history below and on a separate sheet if necessary:

**SKILLS and EXPERIENCE**

Please outline how your skills, knowledge and experience match those requested in the person specification:

**EDUCATION and TRAINING**

Please give details and dates of completion of relevant qualifications and training:

FURTHER SUPPORTING INFORMATION

Please outline what personal attributes and characteristics you feel qualify you for this post along with any other information, which you feel may enhance your application. Please continue on a separate sheet if necessary.

REFERENCES

Please give below the names and addresses of two referees.

1) 2)

DECLARATION

I authorise East Street Arts to obtain references to support this application once an offer has been made and accepted and release the company and referees from any liability caused by giving and receiving information. I accept that any offer made is subject to the receipt of references and Criminal Records Bureau checks that are satisfactory to the company.

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal. I also accept that it is my personal responsibility to notify the company of any employment I accept other than the position for which I am employed and to declare on a weekly basis the actual hours worked.

Signature:

Date:

**The Equal Opportunities Form** continues on page 7. This will be detached from your application form upon receipt.

**Deadline for applications:
Sunday 3rd September 6pm 2017**

Please email complete application to:

jon@esamail.org.uk

Or post to:

Jon Wakeman, Patrick Studios, St Mary’s Lane, Leeds. LS9 7EH

**Interviews will take place on Tuesday 12th September**

**Equal Opportunities Monitoring Form**

East Street Arts has an Equal Opportunities Policy which requires that all staff, freelance contractors, volunteers, artists and studio holders are treated fairly irrespective of their age, race, ethnic or national origin, gender, sexual orientation or any disability. In order to help us implement this policy we kindly request that you complete the sections below. This information will be kept confidential and will be used purely for monitoring purposes. The information you provide will be separated from the application form upon receipt.

East Street Arts complies with the Data Protection Act 1998.

Gender:

Date of Birth:

Ethnic Origin - I would describe my ethnic origin as:

a)

White British ⬜ Irish ⬜

Other (Please specify)

b)

Mixed White & Black Caribbean ⬜ White & Black African ⬜ White & Asian ⬜

Other (Please specify)

c)

Asian or Indian ⬜ Pakistani ⬜ Bangladeshi ⬜ Asian British ⬜

Other (Please specify)

d)

Black or Caribbean ⬜ African ⬜ Black British ⬜

Other (Please specify)

e)

Chinese ⬜

Other Ethnic Group (Please specify)

Disability: East Street Arts complies with the Disability Discrimination Act 1995 and will make reasonable adjustments to enable disabled access to our facilities and public events.

Do you have a disability? Yes ⬜ No ⬜

Date completed: