**JOB APPLICATION FORM**

**Executive Assistant**

All sections of this form must be completed fully.

In line with our [privacy policy](https://www.wiltshiremusic.org.uk/privacy-policy) under the General Data Protection Regulation 2018, all information will be treated as strictly confidential, shared only with some members of the WMC management team, stored securely and destroyed 8 months after the end of the recruitment process.

No approach will be made to any person without your permission.

**Completed applications on this form together with a completed Equal Opportunities Monitoring Form must be emailed to Karen.wallace@wiltshiremusic.org.uk or received by post to the above address by 12pm on Friday 17th May 2024 (no CVs).**

**Shortlisted candidates will be notified by the end of the day on Friday 17th May 2024. Interviews will be held at Wiltshire Music Centre on Wednesday 22nd May.**

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**SECTION ONE: PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Full Name** | **Title** |
|  |  |
| **Home Address** | **Email address** |
|  |  |
| **Telephone number** | **National Insurance Number** |
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**SECTION TWO: PRESENT POST**

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| --- | --- |
| **Employer** | **Place of Work** |
|  |  |
| **Job title** | **Date of Appointment** |
|  |  |
| **Gross Salary**  | **Notice Period** |
|  |  |
| **Details of responsibilities** |
|  |
| **Reason(s) for wanting to leave the present post** |
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**SECTION THREE: OTHER EMPLOYMENT AND RELEVANT EXPERIENCE**

Please give details of all posts, including dates, nature of employment (full-time / part-time, contract, etc.) and your responsibilities.

Please account for any gaps in employment history to provide an unbroken record (use extra sheets if needed)

|  |  |  |
| --- | --- | --- |
| **Dates** | **Organisation & Post** | **Nature of Employment** |
|  |  |  |
| **Responsibilities** |  |
| **Dates** | **Organisation & Post** | **Nature of Employment** |
|  |  |  |
| **Responsibilities** |  |
| **Dates** | **Organisation & Post** | **Nature of Employment** |
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| **Responsibilities** |  |
| **Dates** | **Organisation & Post** | **Nature of Employment** |
|  |  |  |
| **Responsibilities** |  |

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**SECTION FOUR: EDUCATION AND TRAINING**

Please give details of school, college etc. and all educational qualifications:

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| --- | --- | --- |
| **Dates** | **Organisation & Place** | **Qualification / Results** |
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Other relevant training courses undertaken:

|  |  |  |
| --- | --- | --- |
| **Dates** | **Organisation & Place** | **Results** |
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**SECTION FIVE: RELEVANT EXPERIENCE**

Please explain below why you are applying for this role and how your skills and experience will enable you to deliver it.

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**SECTION SIX: LEISURE PURSUITS**

Please give brief details of your interests

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**SECTION SEVEN: OTHER INFORMATION**

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| --- | --- |
| **Do you have a current UK driving licence?** |  |
| **Do you own or have ready access to the use of a car?**  |  |
| **Do you have any specific requirements in order to attend the interview or perform this job effectively? If so please provide relevant details.** |  |
| **Have you recently been through the Disclosure and Barring Service (DBS) process? If so please provide the date.**Please note any successful application for this role is subject to enhanced check from DBS. |  |
| **Do you have any convictions *not* considered spent under the Rehabilitation of Offenders Act 1974?** If yes please give details | **YES** |  | **NO** |  |
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**SECTION EIGHT: REFEREES**

Please give the name, address, phone /fax numbers and email addresses of two people who may be asked about your personal and professional qualities. One MUST be your current employer (or last employer if now unemployed).

WMC will only approach the referees of candidates who have been shortlisted.

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| --- | --- |
| **Referee 1 - full name** | **Role** |
|  |  |
| **Address** | **How referee 1 is known to you** |
|  |  |
|  **Telephone number** | **Email address** |
|  |  |

|  |  |
| --- | --- |
| **Referee 2 - full name** | **Role** |
|  |  |
| **Address** | **How referee 2 is known to you** |
|  |  |
|  **Telephone number** | **Email address** |
|  |  |

**DECLARATION**

1. I declare that the information I have provided in this application form is correct to the best of my knowledge and that all the questions relating to me have been accurately and fully answered. I understand that any misrepresentation by me may be sufficient grounds for my disqualification from consideration for the appointment or for my dismissal if I am employed.
2. I give my permission for my previous employer/s and any referees to be contacted in the event I am shortlisted for interview. In accordance with Safer Recruitment practice, references will be taken up ahead of interview as much as possible.

|  |  |
| --- | --- |
| Please state here if you would prefer your current employer not to be contacted until after interview, in the event of a potential offer. |  |

1. As this role involves work with children and vulnerable adults, I am aware that in the event of a successful application, an enhanced check will be sought from the Disclosure and Barring Service (DBS).
2. I have noted that the information given in this form will be processed only by the Wiltshire Music Centre Trust for the purpose of considering my application for employment. I have noted that if I am successful in my application, this form and the information in it will be retained in my personnel file for such time as I am an employee of the Wiltshire Music Centre Trust and for up to 6 years after the end of my employment. Otherwise this form will only be retained by the Trust for so long as it is required in connection with my application.
3. I hereby give my express consent for personal information provided to the Wiltshire Music Centre Trust as part of this application to be retained and processed on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signed by Applicant: ……………………………………….... Date: ………………………..