**Employment Application Form**

**Trust Music Communications and Marketing Lead**

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Given name: |
| Address: |  |
| Postcode: |  |
| Telephone: | Email |

1. **EDUCATION AND QUALIFICATIONS**

Starting with the most recent, give details of

* relevant professional or vocational qualifications
* graduate and post graduate educational qualifications
* secondary educational qualifications (eg A-levels or GCSEs)

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| --- | --- | --- | --- |
| Level of award  e.g. diploma, degree  A level GCSE etc | Subject | Grade or class  awarded | Date of Award |
|  |  |  |  |

1. **EMPLOYMENT HISTORY**

Please give details of all employment undertaken in the last 10 years in date order starting with the most recent. Any gaps should be explained. If employment prior to 10 years is directly relevant to this application please feel free to give details.

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation | From-to | Job Title | Brief description of duties |
|  |  |  |  |

1. **SUPPORTING INFORMATION**

Please explain why you feel you are suitable for this position and what you could contribute to our organisation. Whether you are selected for interview will depend on the extent to which you address each of the requirements contained in the Person Specification. Where you do not have direct experience of a specific task, please explain why you think you could undertake this part of the job

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Please continue on a separate sheet if necessary – maximum of two sides A4 should be used including this one.

1. **REFEREES**

Please give details of two people willing to act as referees for you. They cannot be family members and one of these should be your current or most recent employer.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Postcode: | Postcode: |
| Telephone: | Telephone: |
| Email: | Email: |

**Can we contact your referees before interview: YES / NO (delete as appropriate)**

1. **SPECIAL REQUIREMENTS**

Do you require a special permit to work in the UK? YES/NO

If you are selected for interview, are there any special arrangements you would like us to make?

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1. **SIGNATURE**

I confirm that the information contained in this application is true and accurate and I understand that any employment offered to me may be terminated in the event that misleading or incorrect information is given or material information not disclosed in my application is discovered at a later date.

|  |  |
| --- | --- |
| Signed: | Date: |

1. **PLEASE RETURN YOUR COMPLETED APPLICATION BY EMAIL TO:**ask@trustmusic.org.uk

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| **OFFICE USE ONLY**  Shortlisted YES/NO References Recd YES/NO  Appointed YES/NO Appointing Officer: |