The Tin Music and Arts



Units 1- 4, Canal Basin, Coventry, CV1 4LY

**Registered Charity: 1152636**

**Please complete in black ink/type**

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| **Job Application**  Job Title:  Closing Date: N/A  Please say if you wish to be considered for this position on a job share basis. All applications for job share will be considered on their merit and if operationally possible.  Yes  No  Not Applicable | | | | | | **Return Address:**  **Sarah Morgan**  **The Tin Music and Arts**  **Units 1-4, Canal Basin, Coventry CV1 4LY**  Or e mail to: [sarah@thetinmusicandarts.org.uk](mailto:sarah@thetinmusicandarts.org.uk) |
| **Personal Details – Please complete this section in capital letters**  Last name:       First Name(s):  Pronoun(s) Choose as many as you like:  She  He  They Other(s)  Address:  Post Code:  Daytime Telephone Number:       Evening Telephone Number:  Mobile Telephone Number:  Email Address:  Please indicate if you are happy to receive correspondence via your email address e.g. invite to interview letter?  Yes  No  National Insurance Number:  Are you eligible to work in the UK?  Yes  No Do you require a work permit?  Yes  No | | | | | | |
| Are you currently, or have you been previously, employed at The Tin Music and Arts?  Yes  No  If yes, please provide dates from and to and reasons for leaving (if applicable):  Date from:       Date to:  Reason for leaving (if relevant): | | | | | | |
| Please provide two referees, one of whom must be your current or most recent employer. Family members may not be used as referees. Any offer of appointment will be subject to references which are satisfactory for our purposes. | | | | | | |
| First Reference (Current or most recent employer)  Name:  Job title:  Organisation:  Address:  Postcode:  Telephone No:  E-mail Address:  Relationship to you: | | | | Second Reference  Name:  Job title:  Organisation:  Address:  Postcode:  Telephone No:  E-mail Address:  Relationship to you: | | |
| Do you wish to be consulted before this referee is approached?  Yes  No | | | | Do you wish to be consulted before this referee is approached?  Yes  No | | |
| Please state the number of days illness or incapacity you have had in the last two years which caused you to be absent form work or study. **Please list each absence separately and give the reason and number of days for each separate absence.** | | | | | | |
| Do you have a current, valid, full driving licence?  Yes  No  If yes, please state type (e.g. PSV, HGV1): | | | | | | |
| Please state any dates you are unavailable for interview: | | | | | | |
| **Present or most recent employment**  Name:  Job Title:  Address:  Postcode:  Telephone number: | | | | Date from:  Date to (if applicable):  Salary and benefits:  Notice Required:  Reason for leaving (if applicable): | | |
| Please provide brief details of duties and responsibilities: | | | | | | |
| **Employment history**  **References may be sought from your previous employers. Please indicate if you wish to be consulted before they are approached:**  **Yes**  **No** | | | | | | |
| Date from: | Date to: | Name and address of employer: | Job Title: | | Reason for Leaving: | |
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| **Relevant education and qualifications** | | | | | |
| **Relevant qualification:** | | **Result/grade:** | | **Date obtained:** | |
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| **Relevant training** | | | | | |
| **Date:** | | **Course title:** | | **Organising body:** | |
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| **Membership of relevant professional bodies:** | | | | | |
| **Name of professional body:** | **Type of membership:** | | **Date of membership:** | | **Membership number:** |
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| **Personal Statement - This will be used to assess whether you will be invited to interview/assessment.**  Please make sure that your personal statement is only how you meet the requirements set out in the recruitment pack, otherwise we  will be unable to consider you for the post.  Please tell us below about what skills, knowledge, experience, and personal aptitude that you would enable you to be the best Venue  Manager for the Tin. You can include experience or knowledge you have gained through paid or unpaid work. |
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| **Working Time Directive** **-** Are you intending to hold additional jobs?  Yes  No  If yes, please state the number of hours you will be working in other jobs:  This information is required to ensure we comply with Working Time Regulations. |
| Are you related to an employee or trustee of this organisation?  Yes  No  If yes, please provide details.  Name:  Relationship to you:  If you fail to disclose such information, you may be disqualified from consideration or, if appointed, may be liable to dismissal without notice. Canvassing of an employee or trustee in relation to this application may disqualify any applicant. |
| **Convictions/Disqualifications**  If you have a conviction, which is **not spent** under the terms of the Rehabilitation of Offenders Act 1974, you must indicate below. However, if you are applying for a post which requires a DBS check all convictions **remain unspent** and you must declare them.  I have convictions or disqualifications which are unspent:  Yes  No  If yes, please give details and dates of **any unspent\*** criminal convictions, disqualifications, cautions or driving offences:  **\*Please note unspent convictions will only be taken in to account if thought relevant to the job and would preclude you from being considered.**  **Disclosure and Baring Service (DBS)**  If you are applying for a post where a DBS check is requested you will be required to declare all convictions whether they are **spent** or **unspent**. **DBS checks are required where a post is in contact with children and vulnerable adults.** |
| **Disability**  Do you consider yourself to have a disability within the terms of the Disability Discrimination Act 1995 (as amended)?  Yes  No  This organisation has made a commitment to improve the employment opportunities for people with disabilities and has, therefore, undertaken to guarantee to interview all applicants with a disability who meet the essential requirements of the job as contained in the person specification.  Please specify any arrangements we can make to assist you if you are invited to attend for interview/assessment |
| **Declaration**  I confirm that the information contained in this application is, to the best of my knowledge, correct and understand that my application may be rejected or that I may be dismissed without notice for withholding, or giving false information. I also give my consent to the processing of data contained or referred to in this application in accordance with the Data Protection Act 1998 and subsequent legislation.  Signature:       Date: |