

Application for Employment



Job applied for:

Interview Date:

Some Guidelines to help you:

This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please carefully read the job description and person specification before completing **ALL** sections of this form. Your application will be treated in the strictest confidence.

General Information about you

Full name:

Where did you see this post advertised?

Home Address

Address for communications (if different)

Home Telephone Number:

May we contact you here? Yes / No

Mobile Telephone number:

May we contact you here? Yes / No

Email Address:

Do you have a current UK Driving License: Yes / No

Do you have any current endorsements? Yes / No

If yes please give brief details:

If you are successful, when could you start this job?

Are you aware of any matter which might call into question your integrity as an employee or bring you and/or Pie Factory Music into disrepute? Yes / No

If yes please give brief details:

Do you have any disabilities that we need to be aware of in order to provide appropriate support? Yes / No

If yes, please give details:

Employment

Present or most recent employment details

Name and Address of Employer:

Job Title:

Salary:

Date Started:

Date of Leaving:

Main duties and responsibilities: Please use a separate page if necessary

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Qualifications achieved from Secondary, Higher and / or Further Education
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School / College / University attended	Qualifications (include GCSE/ O levels, A levels or equivalent, NVQ's. work based courses and any further education	Grade & year taken

Previous employment:

You must explain any gaps in your job history. Please use a separate page if necessary. **Please give details of all employment.**

Name and full address of employer	Dates	Job Held

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Membership of Professional Organisations and Institutions

Name	Date Achieved	Membership status	By Examination (Yes/No)

Other Skills and Interests – e.g languages (spoken/ written), creative arts etc.

(Please include details of any public duties, community or voluntary work experience)

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Work Permit

Do you need a work permit to be employed in the UK? (You do not need a work permit if you are a British citizen, a citizen of an EEA country or a Swiss national. More information can be found [here](#)) Yes / No

National Insurance Number

(You can obtain this information from the Department for Work and Pensions)

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If appointed, you will be required to produce documentary evidence of your National Insurance number before you take up the post. If you do not have this, you will be asked for alternative documentation to show that you are allowed to work in the UK.

Referees

Give details of two people to whom you are not related and to whom a request for a referee can be made; one should be your current employer, or if you are currently unemployed, your last employer. In the case of school / college / university leavers, it should be your tutor. In certain circumstances a reference may be requested from any of your previous employers.

Reference 1

Name:
Relationship to you:
Address:
Email:
Tel. No:

May we contact prior to interview: Yes / No

Reference 2

Name:
Relationship to you:
Address:
Email:
Tel. No:

May we contact prior to interview: Yes / No

Criminal Offences

As this post is exempt from the Rehabilitation of Offenders Act (ROA) 1974 you must disclose details of any spent or unspent cautions or convictions. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Criminal Records Bureau to Pie Factory Music's satisfaction. We would also ask that you also make known details of any police reprimands, cautions or warnings that are likely to be disclosed by the request of an enhanced disclosure from the Criminal Records Bureau. For all other posts, only unspent cautions or convictions need to be disclosed.

Have you ever been cautioned, convicted or received a Police Reprimand or Warning? Yes / No

If yes, please provide details in the box below:

Details of any relevant cautions or convictions:
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Reason for Application

Using the job description and person specification as a guide, please give details of any experience or skills, which you feel demonstrate your suitability for this post. Please use a continuation sheet if you require.

I understand that any employment, if offered, will be subject to the information on this form being correct, and I can confirm that no valid information has been willfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved inaccurate.

I understand that this post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

Signed:

Date:

If you are returning this application form by post, please sign and date. If returning by email you will be asked to sign a copy of this document before any offer of employment is made.

Protecting your personal information

Pie Factory Music retains on file information from this form and any attached documents. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with the data protection legislation.

Please return your completed application form to: zoe@piefactorymusic.com