Application for Employment

**Job applied for:** Operations Administrator

**Interview Date:** W/C Monday 14 April 2025

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| **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. Incomplete applications will not be eligible for shortlisting. Your application will be treated in the strictest confidence.

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| **General Information about you** |

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| Full name:  |

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| Personal pronouns:  |

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| Where did you see this post advertised? |

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| --- | --- |
| Home Address | Address for communications (if different)  |

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| Mobile Telephone number:  |

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| 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:

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

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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:

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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:

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| **Employment** |

**Present or most recent employment details**

Name and Address of Employer:

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| 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, NVQs. work based courses and any further education) | Grade & year taken |
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| **Previous employment:** |

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

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| Name and full address of employer | Dates | Job Held |
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| **Membership of Professional Organisations and Institutions** |

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| --- | --- | --- | --- |
| Name | Date Achieved | Membership status | By Examination (Yes/No) |
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| **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](https://www.gov.uk/eu-eea))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.

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| **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**

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

May we contact prior to interview: Yes / No

**Reference 2**

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

May we contact prior to interview: Yes / No

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| **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:

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| 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.

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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:

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| **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: caroline@piefactorymusic.com by **5pm Friday 28 March 2025**.