# Confidential Application for Employment

Thank you for your interest in working with us.

Please complete the application form as fully as possible and return to us on, or before, the closing date, **Monday 25th April 2022**.

Applications can be submitted by email to: [info@dgartsfestival.org.uk](mailto:info@dgartsfestival.org.uk)

|  |  |
| --- | --- |
| **Application for employment as Finance & Project Support Officer** | |
| **Name:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Contact Number:** |  |
| **Email:** |  |
| **Where did you see the post advertised?** |  |

## **Current/Most Recent Employment**

|  |  |
| --- | --- |
| **Present/most recent employer\*** |  |
| **Address & Post Code:** |  |
| **Job title:** |  |
| **Full/Part Time (no. hrs):** |  |
| **Current/Final Salary:** |  |
| **Date employed:** |  |

**Main Duties/Responsibilities**

**Reason for leaving**

*\*No approach will be made to your present employer or past employer before an offer of employment is made to you.*

## **Employment History**

*Please start with your most recent first and include all posts paid or voluntary and account for any gaps in your employment*

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| --- | --- | --- | --- | --- | --- |
| **Employer Name & Address** | **Position & summary of duties/responsibilities** | **FT/PT** | **Final Salary** | **Start Date** | **Leave Date** |
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*Please add additional rows or add an additional sheet if required*

## **Education & Qualifications**

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| --- | --- | --- | --- | --- | --- | --- |
| **Place of Study/Awarding Body** | **Subject/Title** | **Qualification Type** | **Level** | **Grade Awarded** | **Start Date** | **Leave Date** |
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*Please add additional rows or add an additional sheet if required*

## **Professional Development**

**Please let us know of any relevant and significant personal/professional development that you have completed.**

## **Membership of professional/occupational bodies**

## **Key requirements for the role**

In this section of the application form, we ask that you provide evidence of your knowledge and experience of each main requirement to help us assess your suitability for this role. You should refer to the Person Specification for further details.

*Please do not exceed 2 pages for this evidence*

|  |  |
| --- | --- |
| Strong knowledge of financial and accounting procedures |  |
| Experience of using financial software |  |
| Knowledge of financial regulations and procedures |  |
| Excellent analytic and numerical skills |  |
| A multi-tasker, who can time-manage effectively and be flexible to changing project demands |  |
| A keen eye for detail |  |
| Strong organisation skills |  |

**Additional information to support your application**

*Please do not exceed 1 side A4 page for this information*

**If you have skills, or experience, not detailed elsewhere, that you consider relevant to this post, please refer to them here. Please also refer to the personal qualities and technical skills listed on the Person Specification if these have not been addressed elsewhere.**

**Asylum and Immigration Act 1996**

The Act makes it an offence to employ an individual who is subject to immigration control and who does not have permission to reside in the UK and undertake paid employment.

All offers of employment are conditional on production of documentary evidence of eligibility to work in the UK.

Do you require a work permit to work in the UK? Yes  No

Do you currently have the right to live and work in the UK?

Yes  No

If NO, please identify how you will obtain the right to work in the UK:

|  |
| --- |
|  |

**Driving Licence**

Do you hold a current (valid) driving licence?

Yes  No

Do you have access to a vehicle in order to travel around Dumfries & Galloway

Yes  No

**References**

Please give the names of two people who have agreed to provide a reference.

One to be your current or most recent employer.

*Please note offers of appointment are subject to receipt of satisfactory references.*

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| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Relationship to you** | **Company/Institution** | **Address & postcode** |
|  |  |  |  |  |
| **Telephone no:** | | | **e-mail:** | |
|  |  |  |  |  |
| **Telephone no:** | | | **e-mail:** | |

**Declaration**

I declare that the information given in this application and in all other supporting papers is complete and accurate to the best of my knowledge.

Yes

I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable to disciplinary action which may include dismissal from the post.

Yes

I agree to D&G Arts Festival processing personal data contained in this form, in compliance with legislation and for appropriate purposes.

Yes

I declare that my name is not on the Barred List for children, or adults and I am not subject to sanctions imposed by a regulatory body.

Yes

|  |
| --- |
| **Name:** |
| **Signature:**  **Date:** |