**INNER CITY MUSIC LTD APPLICATION FOR EMPLOYMENT**

**Before completing this form, please read the GUIDANCE NOTES in the accompanying job pack. Please also ensure you have completed the separate monitoring form found through the below link:**

[**https://forms.office.com/e/X2WJBrQyA1**](https://forms.office.com/e/X2WJBrQyA1)

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title: | Preferred pronouns: |
| Surname: | Forename(s): |
| Address: | |
| Telephone: | E-mail address: |
| Post applied for: | |

1. **EMPLOYMENT HISTORY**

|  |  |
| --- | --- |
| **CURRENT OR MOST RECENT EMPLOYMENT (PAID OR UNPAID)** | |
| Position: | Employer: |
| Address: | Dates from/to: |
| Please provide a brief outline of your main responsibilities: | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT (PAID AND/OR UNPAID)**  Please start with your most recent position and continue on a separate page if necessary | | | |
| Dates from/to: | Name and Address of Employer: | Position and brief outline of main responsibilities: | Reason for leaving: |
|  |  |  |  |
|  |  |  |  |

1. **EDUCATION, TRAINING AND PROFESSIONAL QUALIFICATIONS**

Please start with the most recent qualification and include any currently being pursued

|  |  |  |
| --- | --- | --- |
| Date obtained | Name of school, university, college etc: | Qualifications obtained: |
|  |  |  |

1. **SUPPORTING STATEMENT**

Please write a statement explaining:

* Why are you applying for this position, and, drawing on both personal and work experience, education and training, how you meet the requirements set out in the person specification and job description.

1. **REFERENCES**

Please provide details of two people, not related to you, who will provide an employment reference for you. One of these must be your current or most recent employer. Referees will only be contacted if you are offered the position.

|  |  |
| --- | --- |
| Name of referee 1: | Name of referee 2: |
| Name of organisation: | Name of organisation: |
| Position: | Position: |
| Address: | Address: |
| Email: | Email: |
| Contact number: | Contact number: |
| Relationship to you: | Relationship to you: |

**Please ensure you have completed the separate monitoring form, link at the top of this form**

1. **DECLARATION**

To the best of my knowledge the information on the application form and equal opportunities monitoring form is correct.

Signed: Date: