



## Application form

### Assistant Manager

#### Personal information

Title:  Miss  Mr  Mrs  MS  Other:

First name:

Last name:

House name / number:

Street name:

City:

County:

Postcode:

#### Contact details

Please give details of how you would like us to contact you.

Home telephone:

Work telephone:

Mobile telephone:

Email address:

Please indicate if you are happy to receive correspondence via your email address, e.g. invite to interview letter?  Yes  No

#### Disability

Do you consider yourself to have a disability within the terms of the Disability Discrimination Act 1995?  Yes  No

#### Close personal relationships

Do you have a close family or personal relationship with an employee of Encore Enterprises/ Herefordshire Music Service, contractor, person in a partner organisation, or other person that may present a potential conflict of interest?  Yes  No

Please provide us with details:

Name:

Position:

Relationship:

#### Employment history

Employment status:  Unemployed  Employed  Never Worked

## Current or last employer

Provide details here of your employment history starting with your most recent employer. You can include any voluntary or unpaid work that you may have done. Please account for any gaps in employment.

Name of employer:

Your job title:

Line manager (will be contacted as a reference):

Building name / number:

Street name:

City:

County:

Postcode:

Telephone number:

Salary and benefits:

Date from:

Reason for leaving:

Details of responsibilities and duties:

## Past employment

Please provide us with details of past employment. Please continue on a separate sheet if necessary and include any gaps in employment.

Employer	Job held	Employment dates		Salary
		From	To	

## References

References will be sought from previous employers prior to interview, please indicate if you wish to be consulted before they are approached:  Yes  No

### Referee 1:

Please give details of your current or last line manager as named in the employment history section.

Title:  Miss  Mr  Mrs  MS  Other:

Name:

Job title:

Building name / number:

Street name:

City:

County:

Postcode:

Telephone number:

Email:

Occupation:

Relationship to you:

### Referee 2:

Please give details of your second most recent line manager who can provide a reference.

Title:  Miss  Mr  Mrs  MS  Other:

Name:

Job title:

Building name / number:

Street name:

City:

County:

Postcode:

Telephone number:

Email:

Occupation:

Relationship to you:

## Education and qualifications

Please state here any job relevant qualifications. If an overseas qualification, please state the UK equivalent.

### Qualifications

Qualification:	Grade:	Educational Establishment:	Date Achieved:

## Professional training courses

Please state here any job relevant professional qualifications

### Training

Description:

Organising body:

Date achieved:

Description:

Organising body:

Date achieved:

Description:

Organising body:

Date achieved:

## **Relevant skills, knowledge and experience**

Please refer to the Personal Specification and Guidance Notes. Make sure to include examples of HOW you have demonstrated skills, knowledge and experience. (2 sides A4 maximum)

Relevant skills, knowledge and experience:

## Disclosure and Barring Service

If you have been convicted of any offence, you must disclose it, unless it is 'spent' under the Rehabilitation of Offenders Act 1974. However, having a criminal record will not necessarily bar you from employment with Encore. Any information revealed here or as a result of a Disclosure will be considered in light of the responsibilities of the post holder. As the post holder will have access to children you MUST state any convictions, bind over orders or cautions whether current or spent. Any failure to disclose these and / or pending investigations could result in dismissal.

Please give details of:

- a) Any convictions (including driving offences)
- b) Disqualifications from driving, or performing of professional duties

Please give details:

## Data Protection

The GDPR gives rights to you about how your personal data is obtained and used by Encore Enterprises CIC. Please see the '**General Data Protection Regulations 2018 – Recruitment & Selection**' document for more information.

## Declaration

I declare that the information I am giving in this application is accurate and true. I understand that providing misleading or false information may disqualify me from appointment or may result in my dismissal.

I have read and agreed to the Fair Obtaining Notice and Declaration:  Yes  No

Signature:

Date:

Please indicate where you saw this post advertised: .....

**Please send completed applications marked Private and Confidential to:**

**Roger Wiebkin, Encore Enterprises, Lugwardine Court, Lugwardine, Hereford, HR1 4AE or via email: [roger@encore-enterprises.com](mailto:roger@encore-enterprises.com)**

# Encore Enterprises/ Herefordshire Music Service

## Guidance for Applicants

### **Guidance for completing your application**

Please use the following guidance notes to help complete your application. If you should need more space in any section, use a continuation sheet.

If you need help to understand the guidance or the form, or require it in a different format or language, please contact us

### **1. Personal Information**

Please complete your name, address and contact details, and let us know how you would like us to contact you.

### **2. Disability**

Encore is positive about employing disabled people. All disabled applicants who meet the requirements of the Personal Specifications will be guaranteed an interview.

If you are invited for interview, please inform Encore of any requirements you may have for the interview. You will be asked about this in the letter setting out the interview arrangements.

### **3. Employment History**

You should provide details of your employment history starting with your current or most recent employer. You can include any voluntary or unpaid work that you may have done, that is relevant to the role and you need to account for any gaps in employment.

### **4. References**

References provided must include your most recent, or current employer.

### **5. Education and Qualifications**

Give full details of relevant educational, technical and professional qualifications, with subject area and attainment level/s or grades. If you have an overseas qualification, please state the UK equivalent if you know it.

### **6. Professional Training courses**

Please provide details of any professional training courses that you have completed and membership of any professional bodies.

### **7. Relevant Skills, Knowledge and Experience**

You will be invited for the selection stage (interview), based in the main, on the information you provide in this part of the application form. It is essential that you state in the application form how your skills, knowledge and experience meet all the requirements of the person specification.

## **8. Declaration**

You are asked to sign your application as an accurate and true record. If you provide misleading or false information, this may result in you being removed from the register. If you apply electronically, you will be asked to sign your application at interview.

## **9. Equality of Opportunity**

Encore endeavours to eliminate all unlawful discrimination, both direct and indirect, in the delivery of services and in employment.

## **10. General Advice**

You need to make sure you fully address the requirements of the person specification in your application.

Make sure you give examples of how you have used your skills, knowledge and understanding/experience against the person specification requirements.

Your application will be assessed against what you put in the application form, compared with the person specification requirement.

If you need help to understand this document, or would like it in another format or language, please call: 01432 853219 or send an e-mail to: [info@encore-enterprises.com](mailto:info@encore-enterprises.com)