

Admin Assistant Application - October 2020

Closing Date - 1pm Friday 30th October

Please complete and return to vacancies@yorkmusichub.org.uk

1a. Personal Information		
Surname:	First name:	Title:
	Previous names:	Date of birth:
Telephone number (day):	Telephone number (evening):	Mobile number:
<p>Current address:</p> <p>Postcode:</p> <p><i>If you have resided at this address for less than 5 years please provide details of any previous addresses below.</i></p>		
<p>Previous address(es):</p> <p>Postcode:</p> <p><i>(please continue on a separate sheet or add extra rows to the table below as and if necessary)</i></p>		
Email address:		National insurance number:
UK/EC passport holder? YES NO <i>(delete as appropriate)</i>		
Do you currently hold DBS clearance? YES NO <i>(delete as appropriate)</i> (If no, this will be provided subject to job offer)		

2a. Employment

Name & address of current employer:	Position held:
	Date Employment Commenced:
	Salary:
Notice required (if applicable):	Other allowances:
Please give a brief description of your current duties & responsibilities:	

2b. Employment - History

Please provide a full history of your employment and training in chronological order since leaving secondary education.

Name of employer & Nature of business	Position held	From: To:	Main Duties	Reason for Leaving

2c. Employment – Breaks in Employment History

Please provide details of any breaks in employment since leaving secondary education, and your activities during these times, e.g. unemployment, raising family, voluntary work, training.

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3a. Education

Please provide details of secondary & tertiary qualifications, including class of degree, university & year awarded.

Qualification	Place of study	Date of started	Date of completion	Result	Subject Area

3b. Education – Training Undertaken

Please list any training courses that are relevant to this position.

Training Course	Organising body	Dates

3c. Education – Computer/Software Experience

Please list any specific computer/software experience you may have which is relevant to this role.

Software package	Level of competence (i.e. basic, intermediate, advanced)

4. Personal Statement

Please tell us why you have applied for this position, providing examples of previous responsibilities and achievements which make you particularly suited to this role.

Please write your statement here.
Limit = 300 words. Anything over 300 words will not be considered.

5. References

Please provide contact details for two referees. One referee should be your current or most recent employer. Please note that referees will not be contacted prior to interview.

Name of first referee (your current or most recent employer):
Position:
Address:
Telephone number:
Email address:
Your relationship to the referee:

Name of second referee:
Position:
Address:
Telephone number:
Email address:
Your relationship to the referee:

6. Declaration

Please confirm the following statements are true by signing below:

I certify that, to the best of my belief, the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation, and is likely to result in dismissal.

Disclosure of Criminal Convictions

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. I understand that any offer of employment will be dependent on satisfactory completion of an enhanced Disclosure and Barring Service check.

Data Privacy

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with York Music Hub's Data Privacy Notice (<https://www.yorkmusicHub.org.uk/privacy>)

Signed:	Date:
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