# **APPLICATION FORM**

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| --- | --- | --- |
| Post Applied For: **Finance and Admin Manager** | Ref No. | |
| Location: **Home working, with some local travel to meetings and events in the Bristol/Bath area will be required.** | Where did you see the advert for this position: | |
| On a job website (please specify): |  |
| Other (please specify): |  |

|  |  |
| --- | --- |
| Family name | Other names |

**Employment History (starting with current employer or last if unemployed)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and Address of Employer | | Date | | Job Title and principal duties | Grade/salary and reason for leaving |
| From | To |
|  |  | |  |  |  |
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**Other Relevant Experience**

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| --- |
| Please give details of experience, skills and interests which you feel support your application for this post. You may continue on an additional word document. |
|  |

**Information in Support of Application**

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| --- |
| Please explain your reasons for applying, your experience to date, and how this relates in particular to the requirements as set out in the person specification. You may continue on an additional word document. |
|  |

**Secondary/Further Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Details of Secondary & Further Education: Name of School/College/etc. and  examinations passed at A level or equivalent. | Subject | Level | Grade |
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**Higher Education and Training**

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| --- | --- | --- | --- |
| Details of Higher Education and/or professional qualifications: Name of educational establishment(s) | Dates | | Course title and result |
| From | To |
|  |  |  |  |
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**Personal Information**

***NB: All information contained in this section is for the use of the appointing manager only.***

|  |  |
| --- | --- |
| Family name | Previous family name |
| Other names | Mr  Mrs  Miss  Ms  Dr  Other |
| Address | |
| Postcode | |

|  |  |
| --- | --- |
| Contact Numbers | Daytime tel no: |
| Evening tel no: |
| Mobile tel no: |
| Email Address |  |

|  |  |  |
| --- | --- | --- |
| Do you hold a current UK Driving Licence? | Yes | No |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance No. |  |  | **-** |  |  | **-** |  | |  | **-** |  |  | **-** |  |
| Will you need a work permit in order to work in the UK? | Yes | | | | | | | No | | | | | | |
| Do you own, or have the use of, a car for work-related purposes? | Yes | | | | | | | No | | | | | | |

**References**

|  |  |  |  |
| --- | --- | --- | --- |
| Please provide details of two references, one of whom must be your current employer (or your last employer if currently unemployed). Referees will be automatically approached if you are shortlisted for interviews unless you have placed a cross in the appropriate box. | | | |
| Name and address of referee who will supply  employer's reference | | Name and address of a second referee who can  comment on your ability to perform the duties required  of this post. | |
| Email address: | | Email address: | |
| Daytime tel no: | | Daytime tel no: | |
| *Please check this box if you do not wish us to approach this referee before interview.* |  | *Please check this box if you do not wish us to approach this referee before interview.* |  |
| Capacity in which known: | | Capacity in which known: | |

**Declaration**

|  |  |
| --- | --- |
| Statement regarding any criminal offence, being bound over or cautioned, or current court proceeding which might lead to a conviction, an order binding you over or a caution.  This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants and their referees therefore are  NOT ENTITLED TO WITHHOLD INFORMATION ABOUT PREVIOUS CONVICTIONS (INCLUDING CAUTIONS) which for other purposes are “spent” under the provision of the Act. Do you have any convictions to disclose? | |
| Yes | No |
| If “Yes” please attach details of the criminal offence, order binding you over or caution, or details of any current proceedings which might lead to a conviction, an order binding you over or a caution, including approximate date, the offence and the authority and country which dealt with the offence. | |
| Statement regarding fitness to practise proceedings taken or being currently contemplated by a licensing / regulatory body.  Have you been, or are currently, subject to any fitness to practice proceedings by an appropriate licensing or regulatory body in the UK or any other country? | |
| Yes | No |
| If “Yes” please attach details of the nature of proceedings undertaken or contemplated, including approximate date of proceedings, country where proceedings were undertaken and the name and address of the licensing or regulatory body concerned. | |
| Any information supplied will be treated in full confidence.  The details on this application form are, to the best of my knowledge, correct. I recognise that the deliberate withholding or falsification of information could lead to the disqualification of my application, or dismissal if appointed. I further recognise that any appointment is made subject to satisfactory medical reports, professional accreditation, criminal records bureau disclosure and references. Any canvassing of members of the Trust Board will disqualify my application. | |
| **PLEASE NOTE:** By returning this form via email we take this to be your declaration that all information supplied is correct to the best of your knowledge. | |
| **Date:** | |

Thank you for your assistance in completing these forms

**Please send your completed forms via email to enquiries@soundwell.org.uk**

**Closing date**: **5pm Monday 20th January 2025**

**Interviews: Monday 27th January 2025**

***GUIDANCE NOTES FOR APPLICANTS***

Please contact Soundwell at the address given if you require this information in a different format.

**Please read the following notes carefully before completing the application form.**

Your application is an important part in the selection process and will be a deciding factor in whether you are shortlisted. It is also a helpful guide for those who interview you if you are shortlisted. Please complete the form as fully and accurately as possible, having read the information below.

All information in your application form is strictly confidential and will only be seen by those people drawing up the short list and taking part in the interview process.

Before you start to fill in the form:

* Read again carefully all the information sent to you about the post and the advertisement for the job.
* If you are completing the form in pen, please use black ink, biro or felt tip as this will reproduce more easily when we prepare copies for shortlisting.

**Completing the form:**

When filling out the form, fill in all sections and after completion check carefully for mistakes. Return the form to us **by email** to:

[enquiries@soundwell.org.uk](mailto:enquiries@soundwell.org.uk)

**Closing date**: **5pm Monday 20th January 2025**

* When giving personal details give as much information as possible. Please remember that failure to disclose any information, for example that you need a work permit, may result in the termination of your employment with us.
* Referees: You must give the names and addresses of two people from whom you would wish us to obtain references. It is in your own interests to seek these people's approval before quoting them as references. At least one of the referees must be your present or most recent employer. It is our practice that references are taken up only in respect of shortlisted candidates and prior to the interview stage. If you do not wish your referees to be contacted at this stage, please indicate as requested.
* Employment History: Please write the names and addresses of your past and present employers and dates you were employed with them starting with your most recent employer. This section should include any part-time or temporary jobs or voluntary work. Please give your current salary and grade.
* Other relevant experience: Include details of other experience you have that you consider may be relevant. For example this might be working with a charity, as a volunteer in your community or perhaps experience gained as a carer.
* Education History and Qualifications: Please make sure that you give all the information needed, including dates, levels of examinations and grades obtained.
* Criminal offence: **Policy statement on recruiting applicants with criminal records**

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

* All unspent convictions and conditional cautions.
* All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974
* (Exceptions) Order 1975 (as amended in 2020).
* For further information on filtering please refer to Nacro guidance and the guidance published by the Ministry of Justice (see, in particular, the section titled ‘Exceptions Order’).

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

* Whether the conviction is relevant to the position applied for.
* The seriousness of any offence revealed.
* Your age at the time of the offence(s).
* The length of time since the offence(s) occurred.
* Whether the applicant has a pattern of offending behaviour.
* The circumstances surrounding the offence(s), and the explanation(s) provided.
* Whether your circumstances have changed since the offending behaviour.

It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result in disciplinary proceedings or dismissal. If you are applying to work with Soundwell we would ask you not to withhold information about criminal convictions or cautions, however long ago these were. Spent as well as current convictions and cautions must be declared. Any information you give will be strictly confidential and will be considered in relation to posts covered by the Rehabilitation of Offenders Act 1974. Failure to disclose such convictions could result in disciplinary action, which may lead to dismissal. A conviction will not automatically bar you from being appointed to the post. Due to the special nature of our work, prospective employees may be subject to criminal records office check.

**Thank you for taking the time to read this guidance and we look forward to receiving your application.**

# **Privacy Statement**

Soundwell Music Therapy Trust is a registered charity (1093992) which provides music therapy services. This privacy notice explains how we store and use your information when you apply for a job with us.

# **Information we collect about you**

We collect information about you in order to assess your suitability for the role you are applying for and to be able to get in contact with you.

# **How we use your information**

# We share this information with our short listing panel (made up of staff and sometimes Trustees) and with our administration staff.

# **What we do with your information**

Electronic copies of your information are stored in our secure, electronic filing system. If you are offered a role with Soundwell and accept, a copy of your information will be kept in our secure, electronic database.

# **How long we keep your information**

If you are not successful in your application, we will only keep your information for 6 months. After this time, we will delete your information. If you come to work for Soundwell, we will keep this information for 2 years after you cease working for us.

# **Find out more**

If you would like to find out more about how we store and use your information you can find our full Privacy Statement on our website, or you can request a paper copy by contacting us on [enquiries@soundwell.org.uk](mailto:enquiries@soundwell.org.uk) or 0300 365 3400.

<https://soundwell.org/about-us/privacy-statement/>

If you are concerned with the way we store and use your information you can speak to the

Information Commissioner’s Office on 0303 123 113 or find out more on [www.ico.org.uk](http://www.ico.org.uk)