

**Babylon ARTS is operated by ADEC.**

**Application for Employment**

**Confidential**

**The form must be submitted by email to office@babylonarts.org.uk by**

**10am Monday 28th June 2021**

**Notes (please read before completing the form):**

a. Please complete in black ink or type. You should refer to the job description and person specification for the position you are applying for when completing this form.

b. The form consists of **nine sections** which **must all be completed**, providing all the information requested, for your application to be considered. Cross-referencing to a CV will not be accepted as a complete application.

c. **CVs will not be accepted –** please refer to the appropriate job description and person specification when completing your application.

No Agencies Please.

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| Application for the post of **Finance Manager** | |
| **1. PERSONAL DETAILS** | |
| **Family Name:** |  |
| **First Name(s):** |  |
| **Home Telephone Number:** |  |
| **Mobile Telephone Number:** |  |
| **Email Address:** |  |
| **Home Address:**    **Postcode:** |  |
| **2a. PRESENT EMPLOYMENT**  (paid and/or unpaid) | |
| **Name and address of employer:** |  |
| **Job Title:** |  |
| **Current basic salary pa:**  **Value of other benefits:** |  |
| **Date started:**  **Leaving date or notice required:**  **Reason for seeking alternative employment:** |  |
| **Brief description of duties:**  *Please continue on a separate sheet if necessary, making sure your name is on the top* | |
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| **2b. PAST EMPLOYMENT**  (paid and unpaid – starting with most recent) | | | | |
| **From** | **To** | **Employer’s Name, Address & Nature of Business** | **Position Held** | **Reason for leaving** |
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| **3. EDUCATION AND QUALIFICATIONS**  (from age 16 onwards: GCSE, A Level, BA etc. Include any qualifications being studied for currently) | | | | |
| **From** | **To** | **Senior Schools, Colleges, Universities attended**  *Please include any courses currently being undertaken full or part time* | **Qualifications obtained** | **Grades** |
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| **4. Professional Membership Details**  Please state whether or not gained by examination: | | | | |
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| **5. STATEMENT IN SUPPORT OF APPLICATION** | |
| **KNOWLEDGE AND EXPERIENCE WHICH IS RELEVANT TO THE JOB**  (gained through paid, unpaid work or other relevant experience)  **Important - please read before completing:**  When completing this section you should cross reference your skills and experience to the requirements outlined in the person specification and the duties listed in the job description for the position you are applying for.  The statement should be a MAXIMUM of 2 sides of A4, minimum font size 12pt. If using separate sheets, please make sure your name is at the top. | |
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| **6. ADDITIONAL INFORMATION** | |
| **Are you related to a Board member or employee of Babylon ARTS?**    **If yes please give details:**  *(Canvassing of Board members or employees in relation to this appointment will disqualify you)* |  |
| **If appointed, do you have any business and/or financial interests which conflict with your employment with Babylon ARTS?**  **If yes, please give details:** |  |
| **7. ASYLUM AND IMMIGRATION ACT 1996** | |
| **National Insurance No:**  **If no NI number is available, do you have evidence of your entitlement to live and work in the UK (please describe what this is)?** |  |

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| **8. REFERENCES** | |
| We need 2 references which cover the last 5 years. Please give the names, job titles and work addresses of your current or most recent Manager/Supervisor (we should be able to contact at least one of your referees prior to interview should you be short-listed): | |
| **1.**  **Name:**  **Full Address (inc. postcode):**  **Telephone number:**  **Email address:**    **Relationship to referee:**  **Can we contact this referee before**  **notifying you?** | **2.**  **Name:**  **Full Address (inc. postcode):**  **Telephone number:**  **Email address:**    **Relationship to referee:**  **Can we contact this referee before**  **notifying you?** |

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| **9. DECLARATION** |
| I declare that the information given in this application is true. If I am successful in obtaining this post and the information is later discovered to be incorrect or incomplete I understand that my employment will be terminated by Babylon ARTS.  SIGNED: DATE |

The form must be submitted by email to [office@babylonarts.org.uk](mailto:office@babylonarts.org.uk) by the closing date: **10am 28th June 2021.**

**Equal Opportunities**

We welcome applications from all people who are suitably qualified for the role for which they are applying, regardless of their ethnicity, disability status, gender or age. As part of our Equality Policy we are keen to attract applications from a diverse range of people and use the information supplied below to help ensure we're implementing our recruitment policy effectively.

As part of our Equal Opportunities Policy **we ask that applicants complete our Equal Opportunities Monitoring Form here: https://goo.gl/forms/9fDEuWVGe6EPO9jt1**. This will remain separate to your application and will not be used as part of the shortlisting or selection process.