

**APPLICATION FORM – Executive Manager**

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| --- | --- |
| Name |  |
| Address |  |
| Email Address |  |
| Preferred Telephone Number |  |

**EDUCATION AND QUALIFICATIONS**

**Secondary Education**

|  |  |
| --- | --- |
| **School(s) attended** | **Qualification(s) awarded** |
|  |  |

**Further and/or Higher Education**

|  |  |
| --- | --- |
| **Where did you study?** | **Qualification(s) awarded** |
|  |  |
|  |  |

**Other Professional Qualifications and Training**

|  |  |
| --- | --- |
| **Where did you study?** | **Qualification(s) awarded** |
|  |  |
|  |  |

**Current or most recent Employment**

|  |  |
| --- | --- |
| **Name of current employer  (or most recent employer)** |  |
| **Job Title** |  |
| **Dates from / to** |  |
| **Current Salary or wage** |  |
| **Notice Period** |  |
| **Reason for leaving or wishing to leave** |  |
| **Below, please give a brief description of your duties and responsibilities (200 words)** | |
|  | |

**Previous Employment and Voluntary Positions**

Please detail all previous employment and other work experience relevant to the post

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| --- | --- | --- | --- |
| **Employer name** | **Job Title/Position** | **Dates From - To** | **Reason for leaving** |
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**Volunteer Positions**

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| --- | --- | --- |
| **Organisation name** | **Role** | **Dates From - To** |
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| --- |
| **Any other relevant experience you would like us to know about** (100 words max)**:** |
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**REASONS FOR APPLYING FOR THIS POST**

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| **What skills and experience will you bring to the job?** (500 words maximum) |
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| **What experience do you have of working in small teams?** (250 words maximum) |
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| **What is your commitment to equality and diversity ?** (250 words maximum) |
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| **What attracts you most to this post?** (250 words maximum) |
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**NOTICE PERIOD REQUIRED AND ANY OTHER INFORMATION**

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| --- | --- |
| **Approximate start date (if appointed)** |  |
| **Do you have any annual leave planned?** |  |
| **Is there any other relevant information you would like us to know about** |  |

**REFERENCES**

Please supply the names of two people who can tell us about your previous experience and work and/or can comment on your suitability for the job. We will not contact them until you have been offered the post if you are successful. Appointments cannot be made without receipt of satisfactory references.

Referee One

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Position** |  |
| **Address** |  |
| **Email Address** |  |
| **Contact telephone number** |  |

Referee Two

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Position** |  |
| **Address** |  |
| **Email Address** |  |
| **Contact telephone number** |  |

**Information for disabled candidates**GSA Students’ Association recognises that disabled people face barriers to participating in work, and can face discrimination when applying for employment. For this reason, where disabled candidates meet the essential criteria for the post, they will be given an interview for the post. This is permitted by the Equality Act, 2010.

**You must demonstrate on your application form that you meet the essential criteria as stated in the person specification before we can interview you.** A request under the guaranteed interview policy does not guarantee a job.  At interview, the best candidate will be offered the post.

If you wish to be considered under this policy and/or require any reasonable adjustments at the interview, please complete the declaration below.

Any information you give will only used for these purposes, and will be destroyed following the completion of the recruitment process.

**Would you like to be considered for interview under the terms of the Guaranteed Interview Policy?**

**(Yes/No)**

|  |
| --- |
| **Do you require any reasonable adjustments at interview? If yes, please describe below.**  Please note, you can still request reasonable adjustments, regardless of whether you wish to be considered for interview under the terms of the Guaranteed Interview Scheme. |
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**Declaration for all candidates**

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| --- | --- |
| * I declare that the information given on this form is correct. *   I understand that, if appointed, any false information later revealed could result in my dismissal. | |
| **Signature (e-signatures are accepted):** |  |
| **Date** |  |

**Sending your application**

Please send this application [**recruitment@theartschool.co.uk**](mailto:recruitment@theartschool.co.uk)

Please use the following format for the subject of your email:

**Executive Manager - [Your Name]**

We also encourage candidates to submit an **equalities monitoring form** (this should be sent separately from your application form)