



## APPLICATION SUBMISSION FORM FOR POST OF EXECUTIVE DIRECTOR

### PERSONAL DETAILS

**Full Name:**

**Address:**

**Postcode:**

**Telephone:**

**Email:**

**Where did you hear about this post?**

### REFEREES

Please state the names and addresses of 2 people from whom references can be requested. One must be your present employer (previous if not currently employed) and the other must know you in a work related or educational capacity (e.g. supervisor or tutor) and be able to comment on your aptitude for the post.

Referees are normally contacted prior to interview. Please tick the box(es) if you wish us to seek your prior approval before making this contact.

1.

**Name:**

**Position & Organisation:**

**Telephone:**

**Email:**

#### VISIT

13-17 Devonshire Road,  
Morecambe, LA3 1QT

#### CALL

01524 831997

#### EMAIL

[info@moremusic.org.uk](mailto:info@moremusic.org.uk)

#### WEB

[www.moremusic.org.uk](http://www.moremusic.org.uk)

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Charity no: 1097929  
Company no: 418958



**REFEREES continued...**

2.

**Name:**

**Position & Organisation:**

**Telephone:**

**Email:**

**CRIMINAL CONVICTIONS AND CAUTIONS**

Under the Rehabilitation of Offenders Act 1974 all applicants invited for interview are required to declare if they have any unspent criminal convictions or any criminal proceedings pending against them. Spent convictions must also be declared for certain occupations such as those involving work with children or vulnerable groups.

A satisfactory Enhanced Level check from the Disclosure and Barring Service will be required before an appointment is confirmed.

Having a criminal record will not necessarily debar you from working for More Music. This will depend on the nature of the offence and its relevance to the post in question.

**WORK PERMITS**

In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. However, if you require a work permit to work in the UK, please tick this box.

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## DECLARATION

Information provided will be stored in electronic and manual formats and processed under More Music's registration under the Data Protection Act (2018). This information will initially be used for all purposes relating to the selection process and may be disclosed to members of More Music who have a need to use it.

If your application is successful the information will form part of your personal file.

If your application is unsuccessful the data will be destroyed after 6 months.

I certify that my replies are true and correct to the best of my knowledge and belief.

I understand that if I knowingly make any false statements or withhold any relevant information this may result in subsequent dismissal or the withdrawal of any offer of appointment.

I am returning the three elements of the application – the completed application form, covering letter and CV– by email. And I have completed the equal opportunities monitoring form.

**Signature:**

**Date:**

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