



## Application Submission Form for post of **Finance and Operations Manager**

Full Name:	
Address:	
Telephone:	
Email:	
Where did you hear about this post?	

### Referees

Please share the details of two professional referees with current knowledge of your experience and abilities - these will not be contacted until after you have been successful and accepted a job offer.

#### Referee 1:

Full Name:	
Position & Organisation	
Telephone:	
Email:	

#### Referee 2:

Full 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 disqualify 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.

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

I am returning the following by email to [rebecca.lockley@moremusic.org.uk](mailto:rebecca.lockley@moremusic.org.uk) :

- This Application Submission Form
- Cover letter addressing the Job Description and Person Specification, no longer than two pages
- Your Curriculum Vitae, no longer than two pages

I will complete the anonymous Equal Opportunities Monitoring form, found here:

<https://forms.gle/tXTwhMDgP38Zq5rH7>

<b>Signed:</b>	
<b>Date:</b>	