**CONFIDENTIAL**

APPLICATION FOR THE POST OF: **Operations Manager**

Closing date for applications:  **30th June 2023**

Please type (*in Aerial font size 11)* or complete in black ink.

Surname/Family Name:

First names: National Insurance No:

Address:

Postcode:

Email: Telephone (inc. daytime):

**1:** **EDUCATION AND TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION** |  |  |  |
| School/College/University attended | Qualifications obtained, exams passed or studies currently being undertaken | Date Passed | Grade / scale (if applicable) |
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|  |  |  |  |

**VOCATIONAL, PROFESSIONAL OR OTHER RELEVANT TRAINING & QUALIFICATIONS**

Please give details of qualifications obtained by examination, membership of professional bodies, and vocational or other relevant training.

|  |  |  |
| --- | --- | --- |
| **Course title** | **Date** | **Provider** |
|  |  |  |
|  |  |  |
|  |  |  |

**Other:**

**2: EXPERIENCE AND SKILLS**

**EMPLOYMENT HISTORY**

Please list in chronological order, starting with your current, or most recent employer. Continue on a separate sheet if necessary. **Do not attach a CV**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer's name & address | Position held & main duties/responsibilities | from | to | Reason for leaving | Salary |
|  |  |  |  |  |  |
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**3: PERSONAL STATEMENT**

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| --- |
| Please outline your interest in and suitability for the role, explaining how you meet the selection criteria for the post using examples of your skills and experience. Any other experience or information in support of your application which is not detailed elsewhere in the application form can be presented here. Please ensure your response is limited to a maximum of 1,000 words. |

**4:** **OTHER INFORMATION**

a) If appointed, when could you start? (Please show below period of notice in your present post if applicable):

b)Are you related to any member of Art Asia staff, tutors, artists, service providers or trustees?

**YES / NO (if yes, give details)**

Failure to disclose such a relationship will lead to disqualification, as will any canvassing in connection with this appointment.

c) Do you have the right to work in the UK? **Yes / No**

If invited for an interview, you will be required to bring documents evidencing your right to work.

**4:** **REFEREES**

Please give the **name, address, email address and telephone number** of two referees. If you are (or have recently been) employed, one should normally be your current (or most recent) employer.

|  |  |
| --- | --- |
| 1. Name:Title**:**   Address**:**  Telephone Number:  Email address:  Relationship to candidate:  May we contact this referee at any time? **Y / N** | **For office use only:**  Referee contacted:  Reference received: |
| 1. Name:Title**:**   Address**:**  Telephone Number:  Email address:  Relationship to candidate:  May we contact this referee at any time? **Y / N** | **For office use only:**  Referee contacted:  Reference received: |

**5 CRIMINAL RECORD DECLARATION**

**Do you have any unspent convictions or conditional cautions?**

**Yes / No \_ \_**

If you have answered yes, you now have two options for disclosing your criminal record.

**Option 1:** You can disclose your criminal record on a separate sheet provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name, application date, details of the post and the letters “**CRD**”.

I have attached details of my conviction separately\_ \_ (please mark with an X if appropriate.)

Postal address for sending the envelope.

**Recruitment, Art Asia Trust Limited, Fairways House, Mount Pleasant Road, Southampton SO14 0QB**

**Option 2:** Please provide details in the space below.

**6: DBS**

Please note that all posts at Art Asia are subject to the regulations relating to persons with substantial access to young people and vulnerable adults. Consequently, employees will be required to undertake **Disclosure and Barring Service (DBS) Enhanced Disclosure,** authorising a check on any relevant convictions and cautions. This process is confidential and any post is offered subject to receiving a satisfactory report.

**7. Please state where you saw this post advertised:\_ \_**

**8. Signature**

**I** **CERTIFY THAT THE INFORMATION GIVEN IS CORRECT**

Signed: Date:

**FOR OFFICE** **USE ONLY**

Application received on: Shortlisted? **YES / NO**

Interview Date: Post offered? **YES / NO**

Candidate notified of result on: Candidate accepted post on:

Starting date: Appointment letter sent on:

**REQUIREMENTS FOR CANDIDATES WITH A DISABILITY**

**NAME:**

**a) Arrangements if selected for interview**

If you have a disability, please indicate whether you would need any of the following arrangements to be made if you were selected for interview:

**Interview information on audio tape Induction loop in interview room**

**Interview information in large print Wheelchair accessible location for interview**

**Car parking space for interview Facility for personal carer, assistance or other**

**person to accompany you at interview**

**Sign language interpretation or other assistance with communication at interview (please specify exact type of service required)**

**Other requirements - please give details**

**b) Arrangements if appointed**

Please give details of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if appointed.

Please provide the information required below on a separate sheet enclosed in an envelope. The envelope should be marked CONFIDENTIAL and state your name, application date and details of the post and the words “Equal Opportunities Monitoring”.

**EQUAL OPPORTUNITIES MONITORING FORM**

*Art Asia operates a policy of equal opportunities and wishes to ensure that all applicants are considered solely on their merits. This form is designed to ensure that the Equal Opportunities Policy is effectively implemented and enable us to check that all decisions are not influenced by unfair or unlawful discrimination. To help us to do this, we would be grateful if all applicants for employment - paid or unpaid are requested to complete this form. The information is strictly confidential and will be used only for monitoring the Policy and for compiling statistical returns.*

**ETHNIC GROUP: Choose one from A to E and then tick the appropriate box**

**A White B Mixed**

British  White and Black Caribbean

Irish  White and Black African

Other  White and Asian

Other

**C Asian Or Asian British D Black Or Black British**

Indian  Caribbean

Pakistani  African

Bangladeshi  Other

Any other Asian background

**E Chinese Or Other Ethnic Group**

Chinese

Other

**Gender**  Male Female  Transgender Non-binary/non-conforming

Prefer not to respond

Please forward paper copies of the EQUAL OPPORTUNITIES MONITORING FORM to

**Recruitment**

**Art Asia Trust Limited**

**Fairways House**

**Mount Pleasant Road**

**Southampton SO14 0QB**