

King's Lynn Festival Est. 1951

Application Form - CONFIDENTIAL

This form must be completed in full by all applicants and returned with a covering letter by 6pm Sunday 21st November 2021. Please complete clearly in type, or in dark ink and use additional sheets if necessary.

Position applied for:

Administration & Finance Officer

Personal Details

Name	
Address and Postcode	
Contact Numbers (work/mobile/home)	Work: _____ Mobile: _____ Home: _____
Email address	

Tell us about your hobbies and interests?

Please use this space to tell us about anything that may be of relevance to your application.

Supporting Statement

With clear reference to the Job Description and person specification, explain why you wish to apply for the post and describe the skills and experience you have to undertake the job as outlined. This is your opportunity to convince us that you are the right person for the job. (Continue on a separate sheet if necessary.)

Present or most recent employment (paid or unpaid/voluntary)

A concise CV containing this information may be submitted instead of completing this section

Name & Address of organisation			
Position held			
Date commenced		Date left and why (if applicable) or notice period required.	
Outline of main duties and responsibilities			

Previous employment/experience of work (list most recent first)

Continue on a separate sheet if required.

Dates from / to	Name & address of organisation	Position held / main duties	Reason for leaving

Education, Training & Professional Qualifications

A concise CV containing this information may be submitted instead of completing this section

Include details and dates of exams passed, courses or training attended and qualifications gained (list most recent first).			
School / college / University / etc	Dates		Qualification/s gained or Training attended
	From	To	

Other Information

Do you have a current full driving licence?	
Do you have your own transport?	
Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974?	Yes No
If yes please give further information here or on a separate sheet	
When are you available to start?	
Interviews take place w/c 29th November 2021 – please note any days/times you are unable to attend	
Where did you find out about this opportunity? e.g. Job Centre, Website, Mailing, Facebook, etc.	

Disability Discrimination Act 1995

Do you have any health issue or disability that might require the King's Lynn Festival to make reasonable adjustments in order for you to undertake this job? **Please tick the relevant box.**

Yes

No

If yes, please give details on a separate sheet of:

- any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job
- any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job

Eligibility to work in the UK

We are legally obliged to ask you to provide evidence of your right to work in the UK. If you are successful with your application we will ask you to provide appropriate documents, such as your passport, visa, work permit or birth certificate and proof of your national insurance number, in accordance with the Asylum and Immigration Act 1996.

Are you legally authorised to work in the UK? Yes No

Is this subject to a work permit or visa? Yes No

REFEREES

Please provide contact details for two referees. Both of them should be familiar with your work - ideally at least one should have had line managerial responsibility for you. e.g. your present or most recent employer. References may be taken up before interview or prior to an offer being made.

If you would prefer that we did not take references until after an offer has been made please tick here

Referee 1: Name	
Company and position	
Address	
Email	
Daytime Telephone:	
Relationship to you	

Referee 2: Name	
Company and position	
Address	
Email	
Daytime Telephone	
Relationship to you	

Declarations (please read this carefully before signing this application).

<p>I declare that the information given in this application is to the best of my knowledge complete and correct. I understand that giving false information or omitting to give information could disqualify my application, or, if appointed, could lead to my dismissal.</p> <p>Information from this application may be processed for the purposes registered by the Employer under the Data Protection Act 1998. I hereby give my consent to KLF processing and retaining the data supplied in this application form for an appropriate period of time for the purposes of recruitment, selection and employment. Please tick to agree <input type="checkbox"/></p>	
Signed	Dated
Please print your name	

Please return this Application Form with a covering letter (and your CV if desired) to:

Ema Holman, KING'S LYNN FESTIVAL, Fermoy Gallery, 7- 9 St George's Courtyard, off King Street, King's Lynn Norfolk PE30 1EU

Applications may also be made electronically to ema@kingslynnfestival.org.uk

The deadline for receipt of applications is 6.00pm Sunday 21st November 2021

No applications can be considered after the closing date.