**APPLICATION FORM – EXECUTIVE DIRECTOR**

Please complete this Application Form and the Equal Opportunities Form and send together with your CV (no longer than 2 pages of A4) and a covering letter (no longer than 2 pages of A4).

The covering letter should outline:

* Why you are applying for this position and
* How you meet the requirements set out in the Person Specification and Job Description drawing on your personal and work experience, education and training.

**PERSONAL DETAILS:**

|  |
| --- |
| Title:  |
| Surname:  | Other names: |
| Address: Postcode:  |
| Home telephone number:  | Work telephone number:  |
| Mobile telephone number:  | E-mail address:  |

Please provide details of any special arrangements or adjustments you would require to enable you to participate in our selection process effectively.

To comply with the Immigration Act 1996, do you have the right to work in the UK?

PLEASE TICK YES OR NO:

YES NO

Proof of the right to work in the UK will be requested once an offer of employment has been made.

Do you have any unspent convictions or cautions under the terms of the Rehabilitation of Offender Act, 1974. Offences resulting in licence endorsements should be disregarded. Failure to disclose such information may result in dismissal or disciplinary action by The Old Market. This information will be treated as confidential and will not necessarily preclude you from employment.

YES NO

If YES please provide details below:

**REFEREES**

Please provide details of two people, not related to you, who will provide an employment reference for you. One of these must be your current or most recent employer if you are not currently employed. The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying.

|  |  |
| --- | --- |
| Name of referee 1:  | Name of referee 2:  |
| Name of organisation:  | Name of organisation:  |
| Occupation:  | Occupation:  |
| Address:  | Address:  |
| Email: | Email:  |
| Contact number:  | Contact number:  |
| Relationship to you:  | Relationship to you:  |
| May we request a reference?At any timeOnly after an offer of employment | May we request a reference?At any timeOnly after an offer of employment |

**DECLARATION**

To the best of my knowledge the information on the application form and equal opportunities monitoring form is correct.

I understand that the information provided on this application form will be used in the recruitment and selection process and may be disclosed to those who need to see it in accordance with the Data Protection Act 2018.

Signed:

Date: