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| **Please feel free to re-type/adjust this application form, maintaining the same questions.** |
| How did you hear about this opportunity?  |
| Application for the position of: | General Manager |
| **1. Personal Information** |
| Name: |  |
| **Address:** |  |
| **Telephone no.:** |  | **Mobile no.:** |  |
| **Email address:** |  |
| **2. Present/Most Recent Employer (paid or voluntary work)** |
| Name and address of employer: |  |
| Nature of business: |  |
| Job title: |  |
| Present salary: |  |
| Full-time or part-time: |  | If part-time, state hours worked per week: |  |
| Date of appointment: |  | Notice required: |  |
| Briefly describe the work you do and your duties: |
| **3. Previous Employment** |
| Please list jobs in chronological order, with the most recent one first, and work backwards. |
| From | To | Name of employer and nature of business | Job title and duties performed |
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| **4. Education / Training / Qualifications** |
| Please include details and dates of any qualifications gained or being studied for, or any courses and training programmes you have attended and qualifications gained |
| Name of school/college | Dates | Qualification and subjects studied | Grade |
| *Schools (after age 11 up to and including A-Levels or equivalent)* |
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| *Further and Higher Education (University, College, etc.) or equivalent* |
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| *Professional / Other Training courses attended* |
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| **PROFESSIONAL ASSOCIATIONS**Please state whether you are a member of any professional associations, and if so, which: |
| **5. Referees** |
| Please provide the names of two referees who should be previous employers or contractors; if self-employed, with whom you have worked. One of your referees should be your present/most recent employer or contractor. |
| REFEREE 1 | REFEREE 2 |
| Name: |  | Name: |  |
| Address: |  | Address: |  |
| Telephone no.: |  | Telephone no.: |  |
| Email: |  | Email: |  |
| Job title: |  | Job title: |  |
| How long have they known you? |  | How long have they known you? |  |
| *Write ‘YES’ as applicable.*May we request a reference:At any time? Only after offer of employment?  | *Write ‘YES’ as applicable.*May we request a reference:At any time? Only after offer of employment? |
| **6. General** |
| When could you commence employment with us? |  |
| CRIMINAL CONVICTIONSPlease give details of any criminal convictions you have had, excluding any considered ‘spent’ under the Rehabilitation of Offenders Act 1974 (minor motoring offences should be disregarded) |
| **7. Written Statement**WRITTEN STATEMENT (Continue on additional sheets if necessary). Please do not use more than 1500 words for this section.*Please use this section to tell us why you are applying for this post, why you want to work for CAN and how you think you are the right person by telling us how your knowledge, experience, skills and qualities meet the requirements of the post as set out in the Job Description and Person Specification.**Please note that this is the most important part of the application form and your response will be used to score your suitability against the Job Description and Person Specification. Please therefore ensure that you highlight all relevant knowledge, experience, skills, and attributes that you would like us to consider.*  |
| INTERESTS, HOBBIES AND ADDITIONAL NOTESPlease use this section to tell us about your interests, hobbies, volunteering activities or anything else that you think will support your application.  |
| Would your preference be a full-time or part-time role (four-days per week)?  |
| DECLARATIONI confirm that, to the best of my knowledge, the information I have given on this application form is correct and complete and that I understand any job offer is subject to satisfactory references. I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with Community Arts North West.**Signed:** **Date:**  |
| Please return the completed form as a Word or PDF document to: recruitment@comartsnw.org.uk Closing date: **9am on Wednesday 19th March 2025**(If you have not received a reply within one week of the closing date, please assume that your application has been unsuccessful on this occasion, but we thank you for your application and interest in CAN). |