



Sheba Arts Application form -General Manager- December 2024

Application Form/GENERAL MANAGER

Email your completed **application form**, and a completed **equality & diversity form**, to jobs@shebaarts.com by the deadline above.

CVs will not be accepted.

Please feel free to adjust the format of this application form, maintaining the same questions.

How did you learn about this opportunity?

1. Personal Information

Name:

Address:

Telephone/Mobile
no

Email address:

2. Present/Most Recent Employer

(PAID OR UNPAID) [If you are freelance, please use this format to give details of up to three of your current main projects, outlining each in a separate entry]

Name and address
of employer:



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Nature of business:			
Job title:			
Present salary:			
Full-time or part-time:		If part-time, state hours worked per week:	
Date of appointment:		Notice period (if applicable)	
Your reason for seeking other employment (or for having left)			

Please provide a brief description of your role and responsibilities:

3. Previous Employment or Freelance/Volunteer Work



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Please list jobs in chronological order, with the most recent one first, and work backwards.

Start	End	Name of employer and nature of business	Job title and duties performed

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

Other Training courses attended

PROFESSIONAL ASSOCIATIONS

Please state whether you are a member of any professional associations, and if so, which:



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5. IT Skills

Please select the option that best fits your previous experience with the following systems:

Microsoft Office including Excel	A LOT /	SOME /	NONE
Data filing systems e.g. Google Drive	A LOT /	SOME /	NONE
Grantium / Illuminate	A LOT /	SOME /	NONE

6. Referees

Please provide the names of two referees who should be previous employers or contractors; if self-employed. 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:	



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How long have they known you?		How long have they known you?	
Please tick as applicable; May we request a reference:			
<input type="checkbox"/> At any time? <input type="checkbox"/> Only after offer of employment?		<input type="checkbox"/> At any time? <input type="checkbox"/> Only after offer of employment?	
7. General			
When could you commence employment with us?			
8. Statement			
<p>Please use this section to tell us why you are applying for this post, why you want to work for Sheba Arts, what you would like to gain from it, and how your knowledge, experience, skills and qualities meet the requirements of the post as set out in the Job Description and Person Specifications. Please note that this is the most important part of the application form and your response will be used to score your suitability for the post. Please therefore ensure that you highlight all relevant knowledge, experience, skills, and attributes that you would like us to consider.</p> <p>We suggest you use short paragraphs/bullet points. Please do not exceed <u>one A4 side</u> when completing this section.</p>			



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A large, empty rectangular box with a thin black border, intended for the applicant to provide their information and responses.



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Please use this section to tell us about your interests, hobbies, volunteering activities or anything else that you think will support your application.

LEGAL REQUIREMENTS

In order to comply with Immigration Act 1996, we are required to ask for 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 in order to work in the UK please indicate here:



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Please give details of any criminal convictions you have had, excluding any considered 'spent' under the rehabilitation of Offenders Act 1974:

DECLARATION

I 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 Sheba Arts.

Signed:

Date:

Please return the completed form and a completed monitoring form as a Word or PDF document to: jobs@shebaarts.com by 30th of January 2025

Candidates shortlisted for interview will be notified by email in the first instance, but we may also contact you by phone to confirm arrangements. Please make sure you have given us your number, preferably mobile.

We regret that we will only be able to give feedback to those candidates invited for an interview.

Thank you