



7 Briar Road, Twickenham, Middlesex TW2 6RB Tel: 020 8538 3866
admin@richmondmusictrust.org.uk www.richmondmusictrust.org.uk

JOB APPLICATION FORM

Completed forms should be emailed (with your name in the form title)
to bethanycalder@richmondmusictrust.org.uk

1. DETAILS OF JOB APPLIED FOR

Job Title: Operations & Events Administrator
Department: Admin
Date for return of completed application form: 12 noon Monday 09.12.24
Address for return of completed application form: As above

2. PERSONAL DETAILS

Surname / Family name:
First and other name(s):
Date of birth:
Address:
Post code:
Telephone number: Home
Work
Mobile
Email address:
How did you hear about this role:

Previous Employment – Continued			
From	To	Employer's name & address	Job title

5. SKILLS, ABILITIES, KNOWLEDGE AND EXPERIENCE

Please read the Person Specification before completing this section

Explain your reasons for applying and how your ability, skills, knowledge and experience match the requirements of the Person Specification. Relevant experience may include paid work or other activities such as college, leisure, family or domestic, community and voluntary work.

Continued overleaf

5. SKILLS, ABILITIES, KNOWLEDGE AND EXPERIENCE (continued)

Please continue on a separate sheet if necessary (*maximum two additional sides of A4 paper*)

6. REFERENCES

Please give the name and address of two people who can provide a reference for you. These should be your current or most recent employer (include school or college staff if you have no previous employment history). Please do not give friends, relatives or agencies as referees. We reserve the right to take up references from any other previous employer.

If you would prefer us not to contact your referees prior to interview please tick here

Name:	Name:
Job title:	Job title:
Organisation:	Organisation:
Address:	Address:
Telephone no:	Telephone no:
Email address:	Email address:

7. EQUAL OPPORTUNITIES

RMT is an equal opportunities employer. Its policy is to ensure that no job applicant or employee receives less favorable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Working in the UK

Do you have any restrictions on taking up employment in the UK? YES / NO

If YES:

Do you require a work visa to be employed in the UK? YES / NO

If you possess a work visa please give details:

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Reasonable Adjustments

Do you have any disability that may require adjustments to be made during the selection process? If yes please give details:

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Conflict of Interest

Do you have any connection with RMT? If yes please give details:

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Safer Recruitment

This post will require an Enhanced DBS Check and a check against the Children's Barred List before an offer of employment. You will need to apply for a new disclosure, even if you already hold one. If you are registered with the DBS Update Service you will need to provide your reference number and permission to undertake a search. If you have lived or worked abroad for a period of three months or more during the past five years you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the country you lived in.

8. DECLARATION

I declare that the information given in this form and any other accompanying documents is true and correct and I understand that any omissions of false statements on this form may justify my dismissal from the Richmond Music Trust. The information on this form may be processed in accordance with the Data Protection Act 1998.

I understand that, as this post involves working with children, successful applicants will be required to undergo an enhanced clearance procedure through the Disclosure and Barring Service and that any job offer will be dependent upon satisfactory clearance.

I understand that the information I provide as an applicant will be held on a computer system. If I am appointed, the information will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998.

Applicant's signature (e-sig acceptable):

Date:

9. FEEDBACK AND COMPLAINTS

If you would like to obtain feedback on your application, please call 020 8538 3866.

Following feedback, if you consider that the recruitment process was not conducted properly or you believe you were treated unfairly you should please call 020 8538 3866 to discuss your complaint.

If you remain dissatisfied, please address your complaint in writing to:

RMT Chair
Richmond Music Trust
7 Briar Road
Twickenham
TW2 6RB