# Application Form: Business and Finance Administrator, Islington Mill

Please complete your application as fully as possible based on the information we have given you, with reference to the Business and Finance Administrator Job Description, and the person specification in particular. Please note that we will not refer to your CV for the purposes of shortlisting, so please ensure that everything you wish us to consider is within this application form.

Contact us if, for reasons of disability you wish to respond in an alternative format.

Please return your application form, CV and completed Equal Opportunities Monitoring Form by email to info@islingtonmill.com

The subject field of your email should read ‘Application: Business and Finance Administrator, Islington Mill’ followed by your name.

Alternatively, your completed application form, CV and Equal Opportunities Monitoring Form can be posted (marked CONFIDENTIAL) to:

Jo Byrne

Islington Mill

1 James Street
Salford

Greater Manchester

M3 5HW

You will receive an acknowledgement of your application. If you are shortlisted we will email to invite you to attend interview with details of the time, location, interview panel and format, including whether you need to prepare anything in advance for the interview.

In some instances, we may ask shortlisted applicants for a second interview.

**This post is funded by European Regional Development Fund.**

**Personal details**

|  |  |
| --- | --- |
| Full name |  |
| Contact address |  |
| Home phone |  |
| Work phone (if we may use it) |  |
| Mobile phone |  |
| Contact email |  |

**Current or most recent employment (including self-employment)**

|  |  |
| --- | --- |
| Organisation |  |
| Job title |  |
| Date from (to) |  |
| Current or final salary |  |
| Notice period |  |
| Main responsibilities |  |
| Describe an outcome you are really proud of that you achieved in this role |  |
| Motivation for taking your next step |  |

**Work history**

Please complete for two previous posts, and enclose a CV to cover your career to date

|  |  |
| --- | --- |
| Organisation |  |
| Job title |  |
| Date from /to |  |
| Main responsibilities |  |
| Describe an outcome you are really proud of that you achieved in this role |  |
| Motivation for taking your next step |  |

|  |  |
| --- | --- |
| Organisation |  |
| Job title |  |
| Date from /to |  |
| Main responsibilities |  |
| Describe an outcome you are really proud of that you achieved in this role |  |
| Motivation for taking your next step |  |

**Educational and Alternative Learning Experience**

|  |  |
| --- | --- |
| Educational establishment / Alternative equivalent |  |
| Date from / to |  |
| Qualifications / Expertise obtained |  |
| Educational establishment / Alternative equivalent |  |
| Date from / to |  |
| Qualifications / Expertise obtained |  |

**Other training, professional qualifications or equivalent experience**

|  |  |
| --- | --- |
| Training body |  |
| Date from / to |  |
| Qualifications / Expertise obtained |  |
| Training body |  |
| Date from / to |  |
| Qualifications / Expertise obtained |  |
| Training body |  |
| Date from / to |  |
| Qualifications / Expertise obtained |  |

**Your experience in relation to the post**

**Please respond to the following questions:** (in no more than 2 x sides of A4)

A/ What excites you about working with Islington Mill? What would you like to get from engaging with our communities and projects?

B/ Using the job description and specification as a guide, please outline how your experience and which of your skills align with the criteria for this post, providing specific examples drawn from your paid employment or voluntary work.  We cultivate transparency and invite you to share honestly your current strengths and not-yet strengths. We do believe in learning on the job where there is the desire, and it is appropriate to do so.

**References**

Please give the names, addresses, telephone numbers and positions of two people to whom reference may be made. If you do not wish referees to be contacted before a provisional offer of employment please indicate. All appointments are subject to receipt of references that we find to be satisfactory. No offer of employment can be finalised until two references have been received.

|  |  |
| --- | --- |
| Full name |  |
| Job title |  |
| Contact address |  |
| Contact phone |  |
| Contact email |  |

|  |  |
| --- | --- |
| May we approach at any time? |  |
| OR only after a conditional offer of employment has been made? |  |

|  |  |
| --- | --- |
| Full name |  |
| Job title |  |
| Contact address |  |
| Contact phone |  |
| Contact email |  |

|  |  |
| --- | --- |
| May we approach at any time? |  |
| OR only after a conditional offer of employment has been made? |  |

In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. If you require a work permit to work in the UK please indicate.

|  |  |
| --- | --- |
|  I require a work permit and can provide this.  |  |

Please give details of any criminal convictions you have had, excluding any ‘spent’ under the Rehabilitation of Offenders Act 1974 (minor motoring offences may be disregarded).

|  |
| --- |
|  |

**Declaration**

By sending us your application by email or post you confirm all information given on this form is, to the best of your knowledge and belief, accurate and complete and that you have omitted nothing, which to the best of your knowledge might affect this application. You also agree the information included on this form may be used by Islington Mill for assessment of your application. If you prefer to send us your application by mail, please confirm the above by signing below.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

Thank you for your interest in working with Islington Mill.

# Contact details

Islington Mill

1 James Street
Salford

Greater Manchester, M3 5HW

0161 278 6404

www.islingtonmill.com

Islington Mill Arts Club, Registered in England (No 06668777)
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