**HIGH PEAK COMMUNITY ARTS Applicant No.**

**APPLICATION FORM**

**APPLICATION FORM PART A: PERSONAL INFORMATION SHEET**

Please note: In accordance with our Equity, Diversity and Inclusion policy, the information on part A will be separated from part B and will not be seen by the shortlisting panel.

# SURNAME FIRST NAME(s)

# ADDRESS

DATE OF BIRTH:

## GENDER: PREFER NOT TO SAY

TELEPHONE: HOME WORK

MOBILE

EMAIL:

REFERENCES:

Please give details of two people to act as referees, one of whom should be your most recent line manager, or equivalent.

NAME: NAME:

JOB TITLE: JOB TITLE:

ADDRESS: ADDRESS:

TELEPHONE: TELEPHONE:

EMAIL EMAIL

**DECLARATION:**

All the information that I have provided in this application is correct. I understand that any false information given may make an offer of employment invalid or lead to a termination of employment.

**Please email this completed form to:** [**lidija@highpeakarts.org**](mailto:lidija@highpeakarts.org)

**Deadline: 9am, Monday 27th January 2025**

**Interviews: Monday 10th February**

**HIGH PEAK COMMUNITY ARTS Applicant No.**

APPLICATION FORM PART B: For Operations, Fundraising and Communications Manager

**When filling in this form, please refer to the Job Description and Person Specification. Applications will be shortlisted for Interview based on these criteria.**

**Please restrict your answers to the word limit guides (where given) for each question.**

**Approach:**

1. Please tell us how you would approach this role. (300 words)

**Experience and Track Record:**

2. Please explain your relevant experience and track record in relation to the items of the job summary under the following headings:

a) Operations management (300 words)

b) Fundraising (300 words)

c) Communications (300 words)

# Person Specification:

3. Please tell us how you meet our person specification. (500 words)

**Other / general**

4. Please tell us anything else relevant to the role (200 words)

5. Please describe your approach to working in a collaborative team. (200 words)

6. Continuing professional development: are you willing to learn and undergo training as appropriate?

7. Location and times of work: Please confirm that you are able to be office based for at least one day a week (Tuesday, Wednesday or Thursday) and also be available on occasional evenings and weekends to attend meetings, events etc.

8. Do you have the ability to do the travelling necessary to attend meetings and events. i.e. a full driving licence for using the organisation’s vehicle (a small van), or other equivalent means of independent transport?

**Equal Opportunities**

9. What is your understanding of the main issues for Equity, Diversity and Inclusion in relation to this role? (200 words)

**Education, employment and experience (Please complete this, and do not send a CV)**

10. Please list education details that are relevant - courses and/or training attended and qualifications gained. (Please include dates)

11. Please list details of your work or other experience (paid or unpaid) that are relevant, with most recent listed first. (Please include dates)