



sound it out
community : music : changing lives

APPLICATION FOR SHINE OUTREACH OFFICER (Part Time)

All applicants must complete this form in full.

You may submit your own word-processed application form providing each section heading is kept identical.

Position applied for Shine Outreach Officer (Part Time)

1. Personal Details

Surname: (Mr/Mrs/Ms)

Forenames:

Address:

Postcode:

Email:

Tel. No. (day):

Tel. No. (evening):

2. Present or most recent employment / freelance position

Name and address of organisation:

Position held:

Salary:

Date appointed:

Date left appointment and why (if applicable):

Outline briefly your duties and responsibilities:

3. Previous employment of relevance to the Job Description and Person Specification			
Name and address of organisation	Position held and dates	Main duties and responsibilities	Reason for leaving

4. Education/Qualifications – Please give earliest first						
Dates		Full-time or Part-time	Secondary School/College/ University, etc.	Examinations taken or to be taken	Date	Results and/or Grades
From	To					

5. Membership – Please indicate membership of any organisation(s) relevant to the job		
Name of Organisation	Type of Membership	Date of Membership

6. Training – Please list any course(s) which you have undertaken which are relevant to the job			
Year	Organising Body	Course Title	Length

7a. Please provide further information about your suitability for the position addressing the Essential and Desirable Experience criteria from the Person Specification

Please continue on another sheet, if necessary.

7b. Please provide further information about your suitability for the position addressing the Essential and Desirable Skills and Abilities criteria from the Person Specification

Please continue on another sheet, if necessary.

7c. Please provide further information about your suitability for the position addressing the Essential and Desirable Educational and Qualifications criteria from the Person Specification

Please continue on another sheet, if necessary.

7d. Please provide any *addition* information about your suitability for the position referring to the Project Specific Duties detailed in the Job Description

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8. Referees

Please give the names and addresses of two persons to whom an approach may be made with reference to your work experience. If you do not wish one of your referees to be approached at this stage, please place an 'X' in the relevant box.

Previous Employer <input type="checkbox"/>	Other Referee <input type="checkbox"/>
Name:	Name:
Address:	Address:
Daytime telephone no:	Daytime telephone no:
Email:	Email:

9. Police Checks

Do you have a Criminal Records Bureau Disclosure Certificate? Y/N

10. Other information

Length of notice required to terminate present employment (if applicable):
Publication or source which attracted your attention to this post:

I certify that the information I have given in this application form is correct to the best of my knowledge and belief:

Signature: _____ **Date:** _____

Please return completed application form by **noon, Wednesday 18th August 2010**: Interviews will be held on Thursday 26th August. Applicants will need to be available for an induction on the 3rd and 4th September and must be able to start the role on the 10th September 2010.

Sound It Out Community Music, *The Arch*, Unit F9, 48-52 Floodgate Street, Birmingham, B5 5SL

Note: Applications can be emailed to enquiries@sounditout.co.uk but must be followed up by a signed hard copy to be received by the application deadline.