**Application Form**

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| **Position:** | **Trustee for Finance** |

This form is a bit different. Apart from the basic biographical data, what we want is examples drawn from your life, personal or work-related, that show how well you match the kind of person we are looking for. Because of the design of the form, a decision on whether you progress to the next stage can be quick (a week) and, if positive, hold serious prospects of an offer.

Filling in forms is hard work. Make it easy on yourself; in the following sections we aren’t looking for accuracy on dates, job titles and the like. Just give us what you think is relevant. As well as the information itself, we want to see how you assemble it.

What we are looking for in the *Questions* section is evidence that suggests that you have the qualities described. Often the best way to do this is to simply tell the story of what happened, in detail without 'digesting' it. However, it's easy to wind up describing something achieved by a team rather than by you. So remember: it's *you* we want to hire. If you can, give us detail that demonstrates your personal involvement. A couple of examples should be enough.

Maybe the examples you want to give cover more than one question. Use (and expand) the space in any way that is convenient and cross-reference if you think we might miss something. And we don’t expect you to have every quality. We’re looking for humans not superheroes.

If submitting electronically, please submit in Word format (not PDF), so the personal information can be detached before panel assessment.

Please email your completed application to jobs@theaudienceagency.org

You’ll find an **Equal Opportunities monitoring form** at the end of your application, please return this with your application. The monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

**Personal Details**

Your application will be **considered separately from the personal details** you give here, which will only be used once the selection process has been completed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:**  |  | **First name(s):**  |  |
| **Address:** | **Tel No (home):**  |  |
| **Tel No (mobile):** |  |
|  |  |  |  |
| **E-Mail address:** |  |  |  |
| **Where did you learn of the post**? |  |

**Relevant Qualifications/Training**

**Current and Previous Employment/Experience**

**Questions to answer with stories about you**

* Have you experience of social enterprises and the difficulties of making the enterprise commercially successful while still serving its social ends?
* Do you understand the different dynamics of public, private and voluntary sectors?
* Have you had a part in mergers and acquisitions or some equivalent?
* Have you had experience of commercialising assets, particularly knowledge?
* Can you advise and guide fellow directors with diplomacy?
* Have you got an eye for detail as well as a grasp of the big picture?

**The Audience Agency**

**Equal Opportunities Recruitment Monitoring**

In accordance with our Equal Opportunities & Diversity Policy, we are monitoring job applications to ensure that we provide equal opportunities to any job applicant and make sure that discrimination does not occur because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability or pregnancy and maternity.

So that we can assess the success of this policy, we have a system of monitoring all job applications. We would be grateful, therefore, if you would complete the questions on this monitoring form and return it with your application form. We have asked for your name (question 2) in order to enable us to monitor applications at the shortlisting and appointment stage.

All information supplied will be treated in confidence and will not be seen by the staff directly involved in making the appointment. The monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

Thank you for your help.

**Post applied for:** Trustee for Finance

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| --- | --- |
| **1. Gender**  | 🞏 Male🞏 Female |

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| --- | --- | --- | --- |
| **2. Preferred Title** | 🞏 Miss 🞏 Ms  | 🞏 Mr🞏 Dr |  🞏 Mrs 🞏 Other:  |
| **Full Name** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3. Marital Status** | 🞏 Married🞏 Divorced | 🞏 Single🞏 Widowed | 🞏 Separated🞏 Other: |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. Ethnic Origin** | 🞏 White British🞏 Black/Black British 🞏 Chinese | 🞏 White Irish🞏 Asian🞏 Mixed | 🞏 White Other🞏 Asian British🞏 Other: |

|  |  |  |
| --- | --- | --- |
| **5. Disability**  | Do you consider yourself to be disabled under the definitions of the Equality Act 2010?(The Disability Discrimination Act (1985) – still in force under the Equality Act 2010 – this defines disability as a ‘physical or mental impairment that has a substantial, long-term and adverse effect on a person’s ability to carry out day-to-day activities.)  | 🞏 Yes🞏 No |
| If yes, what is the nature of your disability?(Optional) |

|  |  |  |  |
| --- | --- | --- | --- |
| **6. Age Range** | 🞏 16 – 24🞏 45 – 54  | 🞏 25 – 34🞏 55 - 64 | 🞏 35 – 44🞏 65+ |

The information you have provided here will be securely stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be used solely to monitor the diversity of The Audience Agency’s recruitment regarding Equal Opportunity issues.