



**DASH - Cultivating Spaces for Extraordinary Artists**

**Administration Assistant**

**Application Form 2015**

**Personal Details**

**Name:**

**Address:**

**Telephone:**

**Mobile:**

**Email:**

**Present or most recent employment/work experience**

**Name and address of organisation:**

**Position held:**

**Start date:**

**Salary:**

**End date:**

**Main duties and responsibilities:**

**Reason for leaving:**

**Previous employments/work experience**

Name and address	Position held & dates	Main duties and responsibilities	Reason for leaving

**Education / Qualifications**

Date	School/College/etc	Subject	Examination and grade

**Training – Please list any training relevant to this job application**

Date	Organisation	Course Title	Duration

**Membership – Please list any membership of organisation(s) relevant to the job**

Name of Organisation	Details of Membership

**Police Checks**

Do you have a Disclosure and Barring Certificate? Y / N

DASH will undertake a Criminal Records Bureau Disclosure check if you are offered the position.

**Other information in support of your application**

Please use this space to give details of any relevant skills, expertise and knowledge relevant to the post. Please refer to the person specification when completing this part. Please continue on a separate sheet(s) if necessary.

## Referees

Please give the details of two persons whom DASH could obtain references from in respect to your job application. One of these should be from your present or most recent employer, or someone of professional standing ie a college tutor.

Previous / most recent employer	Other referee
Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

## Other Information

Period of notice required from present employment.
How did you hear about this post?

I certify that the information I have given in this application form is correct to the best of my knowledge and belief and I am permitted to work in this country.

Signature:

Date:

Please return the completed application form by **5pm on Friday 27<sup>th</sup> February 2015** to:

**Paula Dower**  
**Operations Director**  
**DASH**  
**5 Belmont**  
**Shrewsbury**  
**SY1 1TE**

Or email to: [paula@dasharts.org](mailto:paula@dasharts.org)

**Interviews will be held on Friday 6<sup>th</sup> March 2015**

DASH  
5 Belmont, Shrewsbury SY1 1TE  
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