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**OAE APPLICATION FORM**

Please send your application form with a covering letter to edward.shaw@oae.co.uk. Please also complete our online Equality & Diversity monitoring form.

The information you provide is for internal recruitment purposes and will not be shared outside the OAE without your consent.

The job is based at the OAE’s office in Acland Burghley School, 93 Burghley Road, London NW5 1UH

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| **Position applied for** | **Kickstart Scheme – Operations Officer**  |

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| **Personal Details** |
| **Title:** |
| **Surname:** |
| **First name(s):** |
| **Preferred name:** |
| **Home address:** |
| **Phone:** |
| **Email:** |
| **National Insurance Number:** |

**Are you eligible to work in the UK? Yes** [ ]   **No** [ ]

**If you have a disability, please tell us about any adjustments we may need to make to assist you at interview:**

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| **Current or most recent employer (if you have had a previous job)** |
| **Name of employer:**  |
| **Address:** |
| **Job title:** |
| **Start date:** | **Finish date (if applicable):** |
| **Description of duties:** |

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| **Please tell us why you are interested in this role** |
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| **Please tell us why you feel you would be a good fit for this role**  |
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| Please tell us about your musical taste (e.g. what do you enjoy listening to / have you had any experience of classical music / what interests you about music in general)  |
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| Education |
| Please start with the most recent, giving details of your education (e.g. GCSEs/AS levels/A levels |
| **Education body (e.g. name of the school or university)** | **Subject & level (e.g. GCSE English)**  | **Grade/achievement** |
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| **Skills and achievements** |
| **Please give details of any other skills or achievements which may help to support your application (e.g. hobbies and interests, school achievements etc.)**  |
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| **Referees** |
| **Please give details of two referees who we could contact if we wish to offer you a position** |
| **Name** | **Job title** | **Contact details (email & phone)**  |
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**May we contact your referees prior to interview? Yes** [ ]  **No** [ ]

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| **Additional information** |
| **Please give any further information which may be relevant to your application** |
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| **How did you hear about this vacancy?**  |  |

* **I am aware that I may be required to complete a self-disclosure form before the OAE is able to offer me a position:** [ ]
* **I am aware that the OAE will carry out an enhanced DBS check should I be offered a position:** [ ]
* **I confirm that the above information is correct to the best of my knowledge:** [ ]

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| **Signature:** |  |
| **Date:** |  |