

# The Art House

## Application Form

**Post applied for:**                **Book Keeper**

Please complete your application as fully as possible based on the information we have given you, with reference to the person specification in particular. We encourage [access docs/riders](#) to be submitted alongside application forms.

Please note that stand-alone CVs cannot be considered. Contact us if you wish to respond in an alternative format including video and audio applications.

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### Personal details

**Name:**

**Address:**

**Postcode:**

**Telephone:**

**Mobile:**

**Email:**

**Please provide address for correspondence if different from above:**

**Address:**

**Postcode:**

### References

Please give the name, job title, address and telephone number of **two** people who we may contact to request a reference. One should be your current or most recent employer.

#### Reference 1.

Name:

Position:

Address:

Email:

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Telephone:

**Reference 2.**

Name:

Position:

Address:

Email:

Telephone:

If you are short-listed, may these referees be consulted without further authority from you?

Reference 1.

Reference 2.

- Yes
- No

- Yes
- No

**Educational, training & professional qualifications**

Please give details of educational establishments attended and any other training providers with dates, examinations taken and results. Continue on a separate sheet if necessary.

As an equal opportunities' employer, we are keen to broaden the diversity of our staff. As such we realise some applicants will have had less access to formal training due to their individual circumstances. For this reason, we welcome details of experience/skills for which you do not have formal accreditation, please include these in your personal statement and they will be considered seriously.

**1. Education/Training Establishment:**

Attended From:

Attended To:

Results & qualifications:

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**2. Education/Training Establishment:**

Attended From:

Attended To:

Results & qualifications:

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**3. Education/Training Establishment:**

Attended From:

Attended To:

Results & qualifications:

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**4. Education/Training Establishment:**

Attended From:

Attended To:

Results & qualifications:

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**5. Education/Training Establishment:**

Attended From:

Attended To:

Results & qualifications:

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## **Employment experience (paid or unpaid)**

Please continue on another sheet if necessary.

As an equal opportunities' employer, we are keen to broaden the diversity of our staff. As such we appreciate some applicants will have had less access to employment due to their individual circumstances. For this reason, we welcome details of experience/skills which you have developed in voluntary or other settings, please include these in your personal statement and they will be considered.

### **1. Current Job title:**

Name & Address of employer:

Dates of employment (from & to):

Final salary & other benefits:

Days of absence (last 12 months):

Description of duties:

Notice required:

Reasons for leaving:

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### **2. Job title:**

Name & Address of employer:

Dates of employment (from & to):

Final salary & other benefits:

Days of absence (last 12 months):

Description of duties:

Notice required:

Reasons for leaving:

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### **3. Job title:**

Name & Address of employer:

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Dates of employment (from & to):

Final salary & other benefits:

Days of absence (last 12 months):

Description of duties:

Notice required:

Reasons for leaving:

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#### **4. Job title:**

Name & Address of employer:

Dates of employment (from & to):

Final salary & other benefits:

Days of absence (last 12 months):

Description of duties:

Notice required:

Reasons for leaving:

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#### **5. Job title:**

Name & Address of employer:

Dates of employment (from & to):

Final salary & other benefits:

Days of absence (last 12 months):

Description of duties:

Notice required:

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Reasons for leaving:

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**Information in support of the application**

Please describe your previous experience using Sage 50, including the volume of transactions you regularly processed per month and how many bank reconciliations per month you did. As the position is for 16 hours a week and The Art House promotes flexible working, please also describe how you would ideally like to schedule those hours. Please limit your response to 1xA4 side.

The Art House is [Disability Confident Committed](#). Disabled candidates who meet the minimum criteria for the post will be guaranteed an interview. Please indicate any access needs you may have during the selection process if you choose not to submit an access doc/rider.

**How did you hear about this vacancy?**

- Social media  
Please state which platform:
  
- Website  
Please state which one:   The Guardian Jobs
  
- Word of Mouth
  
- Email from The Art House

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- Other  
Please state:

In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. However, if you require a work permit in order to work in the UK please indicate by ticking this box:

Please give details of any criminal convictions you have had, excluding any considered “spent” under The Rehabilitation of Offenders Act 1974 (minor motoring offences should be disregarded):

**Declaration**

To the best of my knowledge the information on this application form is correct.

**Signature:**

**Date:**

Thank you for completing your application. Please consider completing an equal opportunity monitoring form - available as an [online form](#) or as a [downloadable document](#) on our website. The form is anonymous and **will not** be connected with your application, or used to inform the selection process.

Completing the form helps us to ensure that the work we’re doing to bring a greater range of voices, experiences and cultures into our organisation and the art sector as a whole is working.

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**Submitting your application**

Return your application form, along with your access doc/rider if applicable to:

Email: [opportunities@the-arthouse.org.uk](mailto:opportunities@the-arthouse.org.uk)

Or

Post: The Art House, Drury Lane, Wakefield, WF1 2TE