



Screen South  
The Wedge  
75-81 Tontine Street  
Folkestone  
Kent CT20 1JR  
[www.screensouth.org](http://www.screensouth.org)

## **BUSINESS & OPERATIONS MANAGER**

### **APPLICATION PROCESS**

Thank you for your interest in the new role of Business & Operations Manager.

If you would like to apply for the position, please read the Job Description & Person Specification (separate PDF document). Please then complete the following application form and return it with an up-to-date CV and a covering letter that explains why you are applying for the position and how your experience and expertise fits the role.

We strongly encourage you also to complete and return the diversity monitoring information which makes up the last page of this document. All information given to us on a monitoring form will be separated from the application documents on receipt and will be held anonymously for monitoring purposes only.

Please note that we have retained Year One Consulting to help us with the recruitment of this post. For an informal discussion about the role or the application process please call Mary Ann le Lean at Year One on 01303 256 240. Year One will not store any of your details, and all enquiries and applications will be treated in the strictest confidence.

Once you have completed your application documents, please return them to:

Mary Ann le Lean  
c/o Screen South  
The Wedge  
75-81 Tontine Street  
Folkestone  
Kent CT20 1JR

**The closing date for applications is 12noon, Friday 31<sup>st</sup> July 2009.**

We plan to hold interviews on Thursday 6<sup>th</sup> August 2009.

We will respond to all applications received before the closing date as quickly as we can.



## BUSINESS & OPERATIONS MANAGER

### APPLICATION FORM

#### APPLICANT DETAILS

Name:

Address:

Contact numbers:

Email address:

Are you legally eligible for employment in the UK?

Yes / No

How did you hear about this vacancy?

#### AVAILABILITY

When is the earliest you could take up a new position?

#### COVERING LETTER AND CV

Please enclose a covering letter with your application why you are applying for the position and how your experience and expertise fits the role, along with an up to date CV which explains any gaps in employment and clearly states which employers and associates we could contact for a reference.

Covering letter enclosed

CV enclosed

#### REFERENCES

We may check references before making offers of interview.

We will not contact a current employer for a reference unless you are shortlisted after an interview.

#### VERIFICATION

Please sign and date below to indicate that you are providing full and accurate information in your application, including this form, your covering letter, your CV and any subsequent interview.

Signature:

Date:

Name:

Please answer the following five questions, using no more than half a page per question.

**1. Why is it important to have solid operational and financial systems underpinning Screen South's work?**

**2. Please list the smallest and largest budgets and annual turnover totals that you have been responsible for accounting for, and explain what kind of regular financial reports you were personally responsible for producing in both instances.**

**3. Please describe any specific challenges you have encountered when recruiting or performance managing team members, and outline how you overcame them.**

**4. What experience do you have of working on business planning processes – over what timescale, and what were your specific responsibilities?**

**5. Please list the types of internal and external policies (statutory or discretionary) that you have been directly in charge of monitoring in terms of day to day compliance across an organisation, and outline one example of how you regularly monitored one such compliance area.**

Thank you very much for filling out this form, and for supplying your covering letter and CV.

The final page of this document is our diversity monitoring form. It would be very helpful if you could complete and return it, but it is not a required part of the application process. The form will be separated from your application on receipt, and held anonymously for monitoring purposes only.

(FOR OFFICE USE ONLY)  
DATE RECEIVED:

DATE OF INITIAL RESPONSE:



**DIVERSITY MONITORING INFORMATION**

**BUSINESS & OPERATIONS MANAGER**

This form is not a required part of the application process. This page will be separated from your application on receipt, and the information stored anonymously for monitoring purposes only.

**Gender**

I would identify myself as:                      Male       Female       Transgender       Prefer not to say

**Age**

16-20     21-30     31-40     41-50     51-60     61-70     70+     Prefer not to say

**Ethnicity**  
Ethnicity is distinct from nationality and the categories below are based on the 2001 Census in alphabetical order.

Asian or Asian British – Indian <input type="checkbox"/>	Mixed – White and Black Caribbean <input type="checkbox"/>
Asian or Asian British – Pakistani <input type="checkbox"/>	Mixed – White and Black African <input type="checkbox"/>
Asian or Asian British – Bangladeshi <input type="checkbox"/>	Mixed – White and Asian <input type="checkbox"/>
Asian or Asian British – Other <input type="checkbox"/>	Mixed – Other <input type="checkbox"/>
Black or Black British – Caribbean <input type="checkbox"/>	White – British <input type="checkbox"/>
Black or Black British – African <input type="checkbox"/>	White – Irish <input type="checkbox"/>
Black or Black British – Other <input type="checkbox"/>	White – Other <input type="checkbox"/>
Chinese <input type="checkbox"/>	Other (please specify) _____
	Prefer not to say <input type="checkbox"/>

**Disability**  
The Disability Discrimination Act 1995 (DDA) defines a person as disabled if they have a physical or mental impairment which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) adverse effect on one’s ability to carry out normal day-to-day activities. This definition includes conditions such as cancer, HIV, mental illness and learning disabilities.

Do you consider yourself to have a disability according to the above definition?

Yes                       No                       Prefer not to say