**APPLICATION FOR EMPLOYMENT**

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| --- | --- |
| Thank you for your interest in Parasol unit foundation for contemporary art. To complete the application form please use black ink or type in spaces provided. Where a yes/no answer is required please enter a tick in the box.  The information you provide will be kept for the purposes of monitoring and will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of six months and then be destroyed. If you are the successful candidate, relevant information will be taken from this form and used as part of your personnel record. | |
| Role applied for: | Gallery Invigilator |

**PERSONAL DETAILS (Please complete using BLOCK LETTERS)**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname | | | Title |
| Forenames | Home Phone | Mobile Phone | |
| Address | Email | | |
| *We may need to contact you during office hours (with discretion)* | | |
| National Insurance Number | | |
|  | Do you require a work permit to work in the UK?  Yes  No | | |

**EDUCATION / QUALIFICATIONS / TRAINING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Starting with the most recent, please give details of your education and training.  Please continue on a separate sheet if necessary. | | | | | |
| School/College/  University/Provider | | Dates  From To | | | Qualifications gained with grade, if any |
|  |  | |  |  | |
| Please give details of any relevant vocational or non-vocational training you have received, including membership of professional institutes. | | | | | |

**EMPLOYMENT HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please give details of all positions held since completing your full-time education, starting with your most recent position. If you have no employment record, include details of other work (e.g. voluntary work). | | | | |
| **From** | **To** | **Employer** | **Position and Key Responsibilities** | **Reason for Leaving** |
|  |  |  |  |  |
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|  |  |  | . |  |
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**EXPERIENCE, SKILLS AND KNOWLEDGE**

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| --- |
| **Personal Statement:**  please provide a brief description of relevant experience |
|  |
| **Current Commitments:**  The Gallery Invigilator position is a part time and flexible role, please state briefly how this role would fit within your current commitments |
|  |

*Please continue on a separate sheet if necessary*

**REFERENCES (Please complete using BLOCK LETTERS)**

|  |  |  |
| --- | --- | --- |
| **First Referee** | | |
| Name | | Surname |
| Title | Position | |
| Address | | Tel |
| E-mail |
| May we contact this referee before the interview? Yes  No |
| Relationship | | |

|  |  |  |
| --- | --- | --- |
| **Second Referee** | | |
| Name | | Surname |
| Title | Position | |
| Address | | Tel |
| E-mail |
| May we contact this referee before the interview? Yes  No |
| Relationship | | |

**ADDITIONAL INFORMATION**

|  |
| --- |
| Have you worked for Parasol unit before? Yes  No  If so, please state dates and roles in which you worked, if not given above. |
| Have you had any criminal convictions? Yes  No  (Subject to the terms of the Rehabilitation of Offenders Act 1974, under which you do not have to declare spent convictions. Criminal records will be taken into account only when the conviction is relevant. Declaring a conviction will not prevent you from being considered for a post.)  If you have selected ‘yes’ above, please declare convictions in an envelope marked “Private and Confidential”. |
| Have you ever been dismissed from a previous employment? Yes  No  If yes, please give further details.  If you have answered yes to this question, the employer may be consulted about your employment record. |
| If offered the position, what would your start date be? |
| Where did you see the post advertised? |

Appointments are subject to acceptable references.

I confirm that the information I have given in this application for employment, including any supporting documents, is correct and complete. I understand that false or misleading information or failure to disclose a conviction as defined above, will nullify any subsequent contract of employment. I also understand that the information may be entered onto a computer and under the terms and conditions of the Data Protection Act will be treated in a secure and confidential manner.

|  |  |
| --- | --- |
| Signature: | Date: |