

Parasol unit
 foundation for contemporary art 14 Wharf Road
 London N1 7RW / T +44 207 490 7373
 www.parasol-unit.org

APPLICATION FOR EMPLOYMENT

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. To comply with the Data Protection Act 1998, 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 (please circle):	Director's Assistant
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PERSONAL DETAILS (Please complete using BLOCK LETTERS)

Surname		Title	
Forenames		Home Phone	Mobile Phone
Address	Email		
	<i>We may need to contact you during office hours (with discretion)</i>		
	National Insurance Number		
Do you require a work permit to work in the UK?			
Yes <input type="checkbox"/> No <input type="checkbox"/>			

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

EXPERIENCE, SKILLS AND KNOWLEDGE

This is a vital part of the application. You should show how you meet the requirements of the role specification by providing details of your experience, skills and knowledge gained in employment, voluntary work or elsewhere.

Experience, skills and knowledge

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 <input type="checkbox"/> No <input type="checkbox"/>
Relationship	

Second Referee	
Name	Surname
Title	Position
Address	Tel
	E-mail
	May we contact this referee before the interview? Yes <input type="checkbox"/> No <input type="checkbox"/>
Relationship	

ADDITIONAL INFORMATION

<p>Have you worked for Parasol unit before? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If so, please state dates and roles in which you worked, if not given above.</p>
<p>Have you had any criminal convictions? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(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.)</p> <p>If you have selected 'yes' above, please declare convictions in an envelope marked "Private and Confidential".</p>
<p>Have you ever been dismissed from a previous employment? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please give further details.</p> <p>If you have answered yes to this question, the employer may be consulted about your employment record.</p>
<p>What is your current notice period?</p>
<p>Where did you see the post advertised?</p>

Appointments are subject to acceptable references. If you have not heard from us by the interview date (if specified) or within the six-week period following the closing date, it will be because we have decided not to take your application any further.

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:
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