 APPLICATION FOR EMPLOYMENT

**PART ONE: APPLICANT DETAILS**

The South London Gallery is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marriage or civil partnership status, or pregnancy and maternity.

**Please type your form.**

**Post Applied For: HR & Administration Manager**

**Personal Details**

|  |  |
| --- | --- |
| First name | Surname |
| Address |
| Contact number(s) and convenient times for us to contact you | E-mail address |

**Candidates with Disabilities**

The Disability Discrimination Act 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

If you consider yourself to have a disability and answer yes below, the SLG will guarantee to interview you if your application form demonstrates that you meet the essential criteria listed in the person specification. Candidates with disabilities are not obliged to answer this question.

Do you consider yourself to have a disability? ……………

**Access Requirements**

The selection process for this role will include a written application form and panel interview. If you have any access needs and will require special arrangements at any stage of the selection process (this may be due to a disability, neurodivergence or another need) please provide details here or contact Cathy Hirschmann at cathy@southlondongallery.org or telephone 020 7703 6120

**Rehabilitation of Offenders Act 1974**

Candidates are required to disclose details of all criminal convictions, cautions or bind-over orders that are not spent. You must disclose all such matters but you can be assured that only those deemed relevant to the appointment will be considered.

I declare below details of convictions, cautions or bind-over orders as follows:

**Eligibility to work in the United Kingdom**

Do you need a work permit to work in the UK?

Yes No

If yes, please give details:

All successful applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

**Data Protection**

Information provided by you as part of your application, including any special category data, will be used in the recruitment process and is held and processed by the SLG for legitimate interests pursued by us in the recruitment process, and as your employer if you are the successful candidate. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of six months and then destroyed. If you are the successful candidate, your application form will be retained and form part of your personnel record.

**Declaration**

I declare that the information contained in this application is complete and correct. I understand that if I have knowingly provided false information or withheld relevant details, this could lead to disqualification from appointment or dismissal without notice.

Please print or sign your name:

Date: