 APPLICATION FOR EMPLOYMENT

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: Communications Officer**

**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, panel interview, 5 minute prepared presentation and a short paper and computer based test. If you will require any special arrangements at any stage of the selection process please advise us below, 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:

**Please do not include your name on any of the other pages in this application form.**

**The first two pages of this form are not submitted to the shortlisting panel.**

**Current or Most Recent Employment**

|  |
| --- |
| Name and address of business: |
| Your job title | Date of appointment |
| Period of notice required **or** leaving date if no longer working |
| Is this job: (please delete as appropriate)Full time/part time. If part time how many hours/week?Paid/unpaidInternshipFreelance |
| Summary of key responsibilities and duties: |

**Previous Employment**

Please start with your most recent position, prior to the one above. Continue on another page, and copy boxes, if necessary.

|  |
| --- |
| Name and address of business: |
| Your job title: | Dates From-To Month/Year: |
| Brief outline of key responsibilities and duties responsibilities (**and state whether the post was paid or unpaid, and part or full time**): |

|  |
| --- |
| Name and address of business: |
| Your job title: | Dates From-To Month/Year: |
| Brief outline of key responsibilities and duties responsibilities (**and state whether the post was paid or unpaid, and part or full time**): |

|  |
| --- |
| Name and address of business: |
| Your job title: | Dates From-To Month/Year: |
| Brief outline of key responsibilities and duties responsibilities (**and state whether the post was paid or unpaid, and part or full time**): |

|  |
| --- |
| Name and address of business: |
| Your job title: | Dates From-To Month/Year: |
| Brief outline of key responsibilities and duties responsibilities (**and state whether the post was paid or unpaid, and part or full time**): |

**Education, Training And Qualifications**

Please give details of your educational background as well as any qualifications you have gained or training courses you have attended, particularly those relevant to the skills, knowledge or experience required for this post.

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| --- | --- | --- |
| Date obtained | Institution | Details |
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**Membership of Professional Bodies:**

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| --- | --- | --- |
| Body | Since | Qualification/Membership Status |
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**Supporting Statement**

Please outline below:

Why you are applying for this job.

Drawing on your personal and work experience, education and training, outline how you meet the requirements of this job as set out in the person specification.

Note: You will need to provide specific examples of what you have done and how you believe this demonstrates that you meet each requirement. You might find it helpful to address each of the items in the person specification that are noted as ‘assessed by application’ separately to ensure you address them all.

(No more than 1000 words)

**References**

Please provide details of two people, not related to you, who will provide an employment reference for you. One of these must be your current employer, or most recent if you are not currently employed. The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying.

All offers of employment at the SLG are made subject to receipt of satisfactory references.

|  |  |
| --- | --- |
| Name of organisation | Name of organisation |
| Address | Address |
| Referee’s name | Referee’s name |
| Referee’s job title | Referee’s job title |
| How long have known this person and in what capacity? | How long have known this person and in what capacity? |
| Referee’s email  | Referee’s email  |
| Referee’s contact number | Referee’s contact number |
| May we request a reference:(please delete as appropriate)🞎At any time🞎Only after an offer of employment | May we request a reference:(please delete as appropriate)🞎At any time🞎Only after an offer of employment |