# Application for Employment

When completing this application form please do not leave sections blank and refer to a CV.

Your CV may be included to provide supporting information.

Please send your completed application form by email to [applications@turnercontemporary.org](mailto:applications@turnercontemporary.org) or

by post to Turner Contemporary, Rendezvous, Margate CT9 1HG

|  |
| --- |
| POSITION APPLIED FOR |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **YOUR DETAILS** | | | |
| First Name |  | Last Name |  |
| Address |  | | |
| Post Code |  | | |
| Telephone *(Daytime)* |  | Telephone *(Evening)* |  |
| Email Address |  | | |

|  |  |
| --- | --- |
| Criminal convictions | |
| Have you ever been convicted of a criminal offence?  (excluding motor traffic offences)  This declaration is subject to the Rehabilitation of Offenders Act 1974. | YES/NO |
| If ‘Yes’ please provide details below | |
|  | |
| Please note that the post-holder may be required to have a satisfactory DBS check. | |

|  |  |
| --- | --- |
| **Right to work** | |
| Do you need a work permit to work in the UK? | YES/NO |
| If appointed, you will be asked to provide evidence of your right to work in the UK. *(This is a condition of employment.)* | |

|  |  |  |
| --- | --- | --- |
| EDUCATION - Starting with the most recent *(add additional rows or sheet if necessary)* | | |
| School/College/University | Dates attended | Examinations/qualifications obtained |
|  |  |  |

|  |
| --- |
| **Other relevant qualifications/skills** |
|  |

|  |
| --- |
| **Membership of Institutes/Professional bodies** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PREVIOUS EMPLOYMENT most recent first *(add additional rows or sheet if necessary)* | | | | |
| **Employer** | Datesfrom and to | Job title and duties | | Reason for leaving |
|  |  |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Current /Last salary |  | Notice required by current employer |  |

|  |
| --- |
| Please tell us your reason for applying for this position at Turner Contemporary and explain how you meet the criteria provided in the Job Description. Please include any additional information relevant to the post. *(maximum 400 words)* |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **References** *(NB: no approach will be made to your referees before an offer of employment is made)* | | | |
| Full Name |  | | |
| Email Address |  | Telephone number |  |
| Postal Address |  | | |
| How long have you known them and in what context? | | | |
|  | | | |
| Full Name |  | | |
| Email Address |  | Telephone number |  |
| Postal Address |  | | |
| How long have you known them, and in what context? | | | |
|  | | | |

|  |  |
| --- | --- |
| **FAMILY/WORKING RELATIONSHIPS**  Are you related to any employee, volunteer or member of the Board of Trustees? *(if yes, please give details below)* | YES/NO |
|  | |

|  |  |
| --- | --- |
| **DISABILITY** Do you have a disability or medical condition which we should take into consideration if you attend an interview or during your employment? *(if yes, please give details below)* | YES/NO |
|  | |

|  |
| --- |
| **WHERE DID YOU HEAR OF THIS VACANCY?** |
|  |

|  |
| --- |
| **DECLARATION** |
| I understand that Turner Contemporary is permitted to hold personal information about me as identified on this application form, as part of its recruitment procedures and personnel records.  By submitting this application form, I hereby declare that the information contained in this form is correct. Any false or misleading information provided by me on my application form or any other related documents may result in any subsequent employment being terminated.  Signed:  (*please print your name when sending by email*)  Date: |