Retail Assistant & Welcome Assistant (Fixed Term)

Turner Contemporary

# Application form

Application for Retail & Welcome Assistant (Fixed Term)

Please send your completed application to [applications@turnercontemporary.org](mailto:applications@turnercontemporary.org) and submit an equal opportunity monitoring form which can be found via this [link.](https://turnercontemporary.org/about/jobs-and-opportunities/)

We aim to respond to all candidates within 2 weeks of the application deadline closing.

Turner Contemporary is committed to providing an open and accessible recruitment process for all candidates, therefore if you have any additional requirements to complete your application please contact [applications@turnercontemporary.org](mailto:applications@turnercontemporary.org)

We invite questions about our recruitment process and aim to be as transparent as possible, if you have any queries please email or ask to arrange a phone call with our Administration & People Manager, Ben Dunleavy.

Turner Contemporary is committed to equality of opportunity and supporting diversity and inclusion across all aspects of its work. Our staff team bring a range of perspectives to our organisation, and we strongly encourage applications from individuals who are under-represented in the visual arts sector including those of Black, Asian, or diasporic heritage, those who have faced socio-economic barriers, those who identify at LGBTQ+, disabled or neurodivergent.

Please fill in the application form below, adding columns if necessary:

|  |  |
| --- | --- |
| Personal Details: | |
| Name |  |
| Address |  |
| Postcode |  |
| Phone: |  |
| Email Address: |  |

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| --- | --- |
| Education and Training | |
| Please outline any education and training that you feel are relevant to the post: | |
| Title and date: | Description |
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| Qualifications | |
| Please outline any qualifications that you feel are relevant to the post: | |
| Title and date: | Description |
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| --- | --- |
| Employment history – Most Recent employer | |
| Name of employer: |  |
| Address: |  |
| Postcode: |  |
| Job Title: |  |
| Pay: |  |
| Length of time with employer: |  |
| Reason for leaving: |  |
| Brief outline of duties: |  |

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| Previous Employers | |
| Please outline any history of previous employers that you feel are relevant to the post: | |
| Name of employer | Brief description of duties |
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| Supporting Statement |
| Please tell us why you are applying for this job and explain how your skills and competencies fit the criteria outlined in the job description. Include any information you feel is relevant to the post.  Try to be specific and use relevant examples where possible.  Word limit: 750 words |
|  |

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| --- | --- |
| Interview arrangements and availability | |
| If you have a disability, please tell us if there are any adjustments we can make to help you in your application or with our recruitment process: | |
| Interview adjustments: |  |
| We are planning to host interviews on the week commencing 5th May.  Are there any dates you will not be available to interview? | |
| Dates not available to interview: |  |
| When can you start working for us? |  |
| Do you need a work permit to work in the UK? Yes/No |  |
|  |  |

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| --- | --- | --- |
| References | | |
| Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission. | | |
| Referee 1: | | |
| Name of employer: |  | |
| Address: |  | |
| Job title: |  | |
| Contact details: |  | |
| Referee 2: | | |
| Name of employer: | |  |
| Address: | |  |
| Job title: | |  |
| Contact details: | |  |

## 

## Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal. The 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.

Name:

Signature:

Date: