

Application Form

Post Details

|  |  |
| --- | --- |
| Post Title |  |
| Post Reference Number |  |

1. Your Details

|  |  |
| --- | --- |
| Your Name |  |
| Your Address |  |
| Your Email |  |
| Your Phone Number |  |

2. Qualifications

Please give details of your qualifications (academic, professional and vocational) that are relevant to your application, starting with the most recent first. You can add more rows if needed.

|  |  |  |
| --- | --- | --- |
| Qualification Title & Grade Awarded | Educational Establishment | Year Awarded |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

3. Training

Please give details of your qualifications (academic, professional and vocational) that are relevant to your application, starting with the most recent first. You can add more rows if needed.

|  |  |  |
| --- | --- | --- |
| Title of course | Training Provider | Year Awarded |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

4. Membership of Professional Bodies

Please give details of your membership of professional bodies.

|  |  |  |
| --- | --- | --- |
| Title of Membership | Name of Professional Body | Start Year |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

4. Current / Most Recent Employer

|  |  |
| --- | --- |
| Employer Name |  |
| Employer Address |  |
| Your Position |  |
| Date Appointed |  |
| Salary |  |
| Allowances |  |
| Description of Role |  |
| Reason for leaving |  |
| Notice Period |  |

Employment History

Please give a summary of all other employment (including previous posts held with your present or most recent employer) starting with the most recent first. You can add more rows if needed.

|  |  |  |
| --- | --- | --- |
| Start & End Date | Name & Address of Employer | Job title, brief description of duties and reason for leaving |
|  |  |  |
|  |  |  |
|  |  |  |

6. Language Skills

Please indicate with an **X** the languages you can communicate in. You can add more rows if needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Understand | Speak | Read | Write |
| English |  |  |  |  |
| Welsh |  |  |  |  |
| (Insert Language) |  |  |  |  |

7. Conviction & Cautions

|  |
| --- |
| Conviction & Cautions  Do you have any convictions, cautions, reprimands or final warnings that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?  If yes, please provide details below. |
|  |

DBS Check

I also understand that any job offer in relation to this role will be subject to a DBS check at the necessary level, and recognise that the Mission Gallery has an active Recruitment of Ex-Offenders policy which establishes the framework for DBS use.

8. Disabilities

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| --- |
| Do you consider yourself to have a disability?  If yes, please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process |
|  |

9. References

Please provide details of two work related referees who will be able to describe your suitability for this post. The first of these should be your present or most recent employer. All offers of employment are subject to Mission Gallery being satisfied with the work references received.

1st Referee

|  |  |
| --- | --- |
| Name |  |
| Work Address |  |
| Telephone |  |
| Email |  |
| Referee Job Title |  |
| Employment Relationship |  |
| Can your Referee be contact before the interview? | Yes / No |

2nd Referee

|  |  |
| --- | --- |
| Name |  |
| Work Address |  |
| Telephone |  |
| Email |  |
| Referee Job Title |  |
| Employment Relationship |  |
| Can your Referee be contact before the interview? | Yes / No |

If you are unable to provide two work related referees, please provide details of someone who can offer a character reference about you.

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone |  |
| Relationship with referee |  |
| Can your Referee be contact before the interview? | Yes / No |

|  |
| --- |
| Letter of application  Please read the job description for the post. Using the headings and descriptions provided,  please complete this section to let us know what skills, talents and abilities you think you can bring to Mission  Gallery and what qualities you have to do the job. CV’s will only be accepted as supporting documentation to the  application form. |
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