

JOB APPLICATION FORM

Please complete this application digitally or by hand and either:

Email to:
james.green@newlynartgallery.co.uk

Or post to:
James Green
Newlyn Art Gallery & The Exchange
The Exchange
Princes Street
PENZANCE TR18 2NL

If you require this application form in any other format, please contact us at the email above,
or by phone on 01376 363715.

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| --- | --- |
| Position applied for: |  |

PERSONAL DETAILS:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | Forename(s) |  | Surname |  |
| Address: |  |
| NI Number  |  |
| Landline |  | Mobile Number |  |

|  |  |
| --- | --- |
| Are there any restrictions on you taking up employment in the UK?  | Y / N |
| If yes, please provide details below |
|  |

EDUCATION: (*please complete in full and use a separate sheet if necessary*)

|  |  |
| --- | --- |
| Schools/Colleges/University | Qualifications Gained |
|  |  |
|  |  |
|  |  |

EMPLOYMENT HISTORY: (*please complete in full and use a separate sheet if necessary*)

|  |  |  |  |
| --- | --- | --- | --- |
| From | To  | Name of Employer  |  |
|  |  |
| Job Title |  |
| Duties |
|  |
| Reason for leaving |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| From | To  | Name of Employer  |  |
|  |  |
| Job Title |  |
| Duties |
|  |
| Reason for leaving |
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|  |  |  |  |
| --- | --- | --- | --- |
| From | To  | Name of Employer  |  |
|  |  |
| Job Title |  |
| Duties |
|  |
| Reason for leaving |
|  |

REFERENCES (*please note here the names and contact details of two people we may contact for
both character and work experience references*)

|  |  |
| --- | --- |
| Reference 1 Name and Contact Details | Reference 2 Name and Contact Details |
|  |  |
| Known in the capacity of: (i.e. Manager/Education)  | Known in the capacity of: (i.e. Manager/Education)  |
|  |  |
| May we contact them prior to interview? | May we contact them prior to interview? |
| Y/N | Y/N |

LEISURE:

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| Please note here your leisure interests, sports and hobbies, other pastimes etc. |
|  |

GENERAL COMMENTS

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| Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please tell us how your knowledge, skills and experiences meet the requirements of this role as summarised in the job description. You may have transferable experience from other areas of work which make you suitable for this role which we’d very much like to know about. (Please continue on a separate sheet if necessary) |
|  |

CRIMINAL RECORD:

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| --- |
| Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory Disclosure & Barring Certificate from the Disclosure & Barring Service/Disclosure Scotland. |
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DISABILITY CONFIDENT EMPLOYER:

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| As a Disability Confident employer, we will ensure that a fair and proportionate number of disabled applicants that meet the minimum criteria for this position will be offered an interview. Therefore, please indicate below whether you consider yourself to be disabled under the Equality Act 2010. Please mark ‘X’ in the appropriate box. |
| Yes |  | No |  |
| Prefer not to say |  | Don’t know |  |

DECLARATION **(Please read this carefully before signing this application)**

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service/Disclosure Scotland for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

|  |  |
| --- | --- |
| Signed | Date |
|  |  |

Thank you for your application.

EQUALITY MONITORING

CONFIDENTIAL

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Our recruitment selection criteria and procedures (including the areas or media sources which are used in the recruitment process) are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities and that no applicant or employee is disadvantaged by provisions, criteria or practices which cannot be shown to be justified.

To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:

|  |  |
| --- | --- |
| Job applied for |  |

AGE

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| --- |
| What is your age? Please mark ‘X’ in one box only. |
| 16-19 |  | 20-24 |  | 25-29 |  | 30-34 |  |
| 35-39 |  | 40-44 |  | 45-49 |  | 50-54 |  |
| 55-59 |  | 60-64 |  | 64+ |  |

DISABILITY

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| A disabled person is defined under the Equality Act 2010 as someone with a ‘**physical or mental impairment which has a substantial and long term adverse effect on that person’s ability to carry out normal day-to-day activities**.’ Please indicate below whether you consider yourself to be disabled under the Equality Act 2010. Please mark ‘X’ in the appropriate box. |
| Yes |  | No |  |
| Prefer not to say |  | Don’t know |  |

ETHNIC ORIGIN

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| --- |
| We want to ensure that all applicants are treated equally whatever their race, colour or ethnic origin. To do this we need to know about the ethnic origin of people who apply to join us. These categories were used in the 2011 Census and are listed alphabetically. Which groups do you most identify with? Please mark ‘X’ in the appropriate box. |
| British/Mixed British |  | **Asian** |
| English |  | Bangladeshi |  |
| Irish |  | Indian |  |
| Scottish |  | Pakistani |  |
| Welsh |  |
| Any Other? (please specify below) | Any other Asian background (please specify below) |
|  |  |
| **Black** | **Chinese** |
| African |  | Any Chinese background (please specify below) |
| Caribbean |  |  |
| Any other Black background (please specify below) |
|  |
| **Mixed Ethnic Background** | **White** |
| Asian and White |  | Any White background (please specify below) |
| Black African and White |  |  |
| Black Caribbean and White |  | Any other Ethnic Background (please specify below) |
| Any other Mixed ethnic background (please specify) |
|  |  |

SEX

|  |
| --- |
| Please state your sex |
| Female |  | Male |  |

SEXUAL ORIENTATION

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| --- |
| We want to ensure that all applicants are treated equally whatever their sexual orientation. To do this we need to know about the sexual orientation of people who apply to join us. We should therefore be grateful if you would complete the following question. Your answer will be treated in the strictest confidence and will not affect your job application in any way. Which group do you most identify with? The options are listed alphabetical order. Please mark ‘X’ in one box only. |
| Bi-Sexual |  | Gay woman/lesbian |  | Gay man |  |
| Heterosexual/straight |  | Other |  | Prefer not to say |  |

RELIGION

|  |
| --- |
| What is your religion or belief (including non-belief)? Please mark ‘X’ in the box below as appropriate. |
| Agnostic |  | Atheist |  | Bah’ai |  | Buddhist |  |
| Christian Catholic |  | Christian Protestant |  | Christian Other |  | Hindu |  |
| Humanism |  | Jain |  | Jewish |  | Muslim |  |
| Pagan |  | Sikh |  | Rastafarian |  | Shinto |  |
| No religion or belief |  | Prefer not to say |  | Other  |  | Please specify below, if you wish |
|  |

ADVERTISING EFFECTIVENESS

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| --- |
| We would like to monitor the effectiveness/impact of advertising vacancies and seeking to put the various forms of advertising to the best use to attract as diverse a range of candidates as possible. We would to know how you became aware of this vacancy. Please mark ‘X’ in the appropriate box(es) below: |
| Our Website |  | Other Website(please specify) |  |
| Job Centre |  | Word of Mouth |  | Social Media |  |
| Other |  |