



## JOB APPLICATION FORM

The information requested in this form is important in assessing your application. Please complete accurately and in full.

### **Personal Details:**

Surname:

Title:

Forenames:

Address:

Postcode:

Telephone: Home:

Mobile:

Email address:

Do you require a work permit to work in the UK: Y / N

### **Present / most recent employment:**

Job Title:

Name and address of employer:

Date started (and finished if relevant):

Brief description of duties and responsibilities:

**Previous employment (earliest first, including unpaid and voluntary work experience)**

From Month/Year	To Month/Year	Employer	Job title and grade	Wage/Salary	Reason for leaving

**Education (Proof of qualification may be required at interview)**

From Month/Year	To Month/Year	Schools, colleges attended	Qualifications gained or pending – Please state subject and level	Grade

*Extend boxes if required or continue on a separate sheet of paper*

**Attendance at training courses relevant to your employment:**

Organising body	Course title	Duration	Date

**Membership of professional bodies:**

Body	Grade of membership	Whether by exam	Date

*Extend boxes if required or continue on a separate sheet of paper.*

**Other relevant information and experience:**

The information you provide in this section is important in assessing your application. Please use the space to state your reasons for applying for the post, relating your skills, experience and personal qualities to the requirements of the job. You may include relevant details of the following: Gaps in paid employment, unpaid work experience and positions of responsibility held.

*Continue on a separate sheet of paper if necessary.*

**Leisure activities / hobbies:**

**Referees:**

Give the names of two persons to whom reference may be made in respect of your application. The first should be from your current or most recent employer.

Referees are only contacted if candidates are to be interviewed. If you do not wish a reference to be contacted until after a provisional offer of employment is made, please indicate below:

**A**

Name:  
Position:  
Email  
Tel No.

**B**

Name:  
Position:  
Email  
Tel No.

I do not wish you to contact my referee(s) at this stage (mark as necessary): A / B

**Miscellaneous:**

Please give details of any criminal convictions which are not excluded by the Rehabilitation of Offenders Act 1974 (date, conviction, sentence, etc):

From what source did you learn of this vacancy?

**Declaration:**

I declare that the information given in this application is true:  Signed:
Date:

For official use only
Shortlisted                      Yes.....                      No....
Coded reason for not shortlisting:

**Please submit form to:**

Marc Steene  
Director  
Outside In

**By post:**

Pallant House Gallery  
9 North Pallant  
Chichester  
West Sussex  
PO19 1TJ

**Or by email:**

m.steene@pallant.org.uk