

Application for Employment

Job Title:		Reference no:	
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1. Personal Information

Title	First Names	Surname
Permanent Address and Postcode		Home Telephone Number
		Work Telephone Number
		Mobile Number
		Email Address
<p>If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. (Please note that your current permit may not be valid for this post.)</p>		
<p>Do you need a work permit?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		<p>Does your work permit restrict the number of hours you are allowed to work each week</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If you already have a work permit, what date does this expire?</p>		<p>If yes, what are the maximum number of hours you can work each week?</p>

2. Recruitment Information

If appointed, when could you start?
How did you learn of this vacancy?
If through an advertisement, in which publication?
List any dates when you are unavailable for interview

3. Education & Professional Qualifications

<p>Include in this section all relevant qualifications for the position you are applying for. Please also indicate subjects currently being studied. (Continue on a separate sheet if necessary.)</p>		
Subject/Qualification	Place of Study	Grade/Result

4. Career Information

Give details of your work experience, paid or voluntary, starting with your present or most recent employer and working backwards. (Continue on a separate sheet if necessary.)

Present or most recent employer				
Address				
Job Title				
Start date		End date (if applicable)		
Salary		Other benefits		
Period of Notice (if applicable)		Reason for leaving (if applicable)		
Description of your duties and responsibilities				
Career History				
Date from	Date to	Name and address of employer (if applicable)	Job title and responsibilities and nature of work (if applicable)	Reasons for leaving

5. Breaks in Employment

Please give details of any breaks you have had during the last 3 years of your career.

Date from	Date to	Reasons for breaks

6. Personal Development

Please give details of any significant training and development which may be relevant to the post.

7. Further Skills

Give details of any other skills, qualifications or interests you have (e.g. computing, publications, languages etc) which are relevant to your application.

8. Supporting Information

Please say why you are interested in applying for the post, and in what way your skills, knowledge and experience match the requirements of the post as set out in the person specification. (Continue on a separate sheet if necessary.)

9. References (External applicants only)

<p>Give details of three employers whom we may approach for references. One of them should be your present or most recent employer.</p>	<p>Referee 1</p> <p>Name _____</p> <p>Address _____</p> <p>Telephone _____</p> <p>Email _____</p> <p>In what context does this referee know you? _____</p> <p>If you are invited to an interview, may we contact her/him? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>For the purpose of obtaining references, have you been known by another name?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes, please state _____</p>	<p>Referee 2</p> <p>Name _____</p> <p>Address _____</p> <p>Telephone _____</p> <p>Email _____</p> <p>In what context does this referee know you? _____</p> <p>If you are invited to an interview, may we contact her/him? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Referee 3</p> <p>Name _____</p> <p>Address _____</p> <p>Telephone _____</p> <p>Email _____</p> <p>In what context does this referee know you? _____</p> <p>If you are invited to an interview, may we contact her/him? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

10. Declaration

Data Protection Statement

I understand that by signing and returning this application form I have consented to the National Gallery:

- Using and keeping information provided by me and by third parties such as referees, relating to my application or future employment;
- Checking any disclosed information relating to qualifications, employment history or work experience.

Information will be used solely in the recruitment process and will be retained in accordance with the Gallery's retention of records arrangements. Information such as ethnic origin, gender and disability will be used solely for monitoring purposes and identifiable information will not be disclosed.

I declare that the information that I have given in the application is reliable, accurate and true. I understand that providing misleading or false information or failing to disclose relevant information will disqualify me from appointment or, if appointed may result in my dismissal.

Signed _____ Date _____

Before posting your application, please sign it and complete the equal opportunities monitoring form.

We do not accept applications via e-mail.

Equal Opportunities Monitoring Form – Age and Ethnic Origin

The Gallery is committed to equal opportunities for all job applicants and employees. It aims to meet its statutory duties in relation to equal opportunities, and to follow accepted good practice in this area.

The Gallery's policy is that no applicant or employee should receive less favourable treatment than another on grounds of gender, sexual orientation, age, marital, family or civil partnership status, race, colour, nationality, ethnic or national origins, religious or similar beliefs, disability, trade union membership or any other condition or requirement which cannot be shown to be justifiable.

In order to ensure that we are meeting our aims, we routinely collect information on ethnic origin, gender and disability from all candidates for monitoring purposes. This information will be used solely in the recruitment process and will be retained in accordance with the Gallery's retention of records arrangements. Information concerning ethnic origin will be used solely for monitoring purposes, whereas information concerning disability will be used to assist the recruitment process.

I should be grateful therefore if you provide your date of birth and complete the Disability and Ethnic Origin Statements on this and the attached sheet.

Date of Birth

Please select the category most appropriate to yourself from the list. The list is not exhaustive so if you feel that none of the categories accurately defines your own ethnic origin, please feel free to indicate your preference under 'Other Ethnic Group'.

Asian or Asian British	<input type="checkbox"/> Indian	<input type="checkbox"/> Bangladeshi	
	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Any other Asian Background	
Black or Black British	<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Any other Black background
Chinese	<input type="checkbox"/> Chinese		
Mixed	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> White and Asian	
	<input type="checkbox"/> Any other Mixed background	<input type="checkbox"/> White and Black African	
White	<input type="checkbox"/> British	<input type="checkbox"/> Irish	<input type="checkbox"/> Any other White background
Other Ethnic Group	Please specify:		

Equal Opportunities Monitoring Form – Disability

A disability does not prevent prospective applicants from consideration for a job and applications are encouraged from disabled people who meet the job requirements.

The Disability Discrimination Act 1995 defines a disability as 'A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities'. Information concerning disability may be used to assist the recruitment process.

Name	
Do you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide a brief description of your disability.	
Please give details of any special needs or requirements that you would need us to make if you are invited to interview.	
If you are appointed to this post, do you feel that any special aids, equipment or arrangements would be required to take account of your disability/impairment?	