

Picture This

APPLICATION FORM

Please email your completed application and other attachments to beth@picture-this.org.uk

VACANCY APPLIED FOR:	<i>Picture This Assistant Online Content Producer</i>
WHERE DID YOU SEE THIS POSITION ADVERTISED?	

PERSONAL DETAILS:			
FIRST NAME(S):		SURNAME:	
ADDRESS:			
TELEPHONE:		EMAIL ADDRESS:	
DATE OF BIRTH:		GENDER:	
If successful, how soon could you join Picture This?			

DECLARATION	
<i>I agree that the information I have given on this document is correct to the best of my knowledge and belief and I understand that any statements found to be false may render me ineligible for recruitment or may result in dismissal after engagement. By submitting this application form, I acknowledge that I have read and understood the foregoing and consent to the uses of information set out above.</i>	
SIGNED:	DATE:

EQUAL OPPORTUNITIES STATEMENT:

Picture This is committed to ensuring equal opportunities in employment for all. To check whether our policy is working we continue to monitor the composition of our workforce and job applicants at every stage of the selection process. We therefore ask that you complete all the sections on this application. All the information applicants provide will be treated in the strictest confidence, and will be used for monitoring purposes only; only pages 4 and 5 will be used for interview selection purposes as candidates will be assessed only on their qualifications, relevant knowledge, experience and abilities.

Do you consider yourself to have a disability:	Yes	No
Do you have any special access/egress requirements. If yes, please provide details:	Yes	No
If there are any adjustments/equipment provisions that would help you during the term of your employment please specify:	Yes	No
Please provide details of any serious illness, disease or disability, past or present, including any hospital treatment or surgical operations. For monitoring purposes, details should be given as to the nature of the disability whether you are Registered or not.		
Has any court convicted you of a criminal offence? If so, please give details:	Yes	No
Do you hold a current valid UK Driving License?	Yes	No
Do you have any restrictions on your right to work or remain in the UK? If Yes, please give details (e.g. If you have a work permit, is this current and what are the time restrictions).	Yes	No

ETHNIC DETAILS:

(Categories in line with Equal Opportunity commission guidelines)

I would describe my ethnic origin as:

Asian/British		Black/Black British		Chinese/Other ethnic Group		Mixed		White	
Indian		Caribbean		Chinese		White and Black Caribbean		White British	
Pakistani		African		Any Other (please specify)		White and Asian		White Irish	
Bangladeshi		Any Other (please specify)				Any Other (please specify)		Any Other (please specify)	
Any Other (please specify)									
Do not wish to state									

REFEREES
Applicants are required to provide details of two referees who have known the applicant for at least two years. One of the referees must be the applicant's most recent employer or University Tutor. No references will be taken up prior to a job offer being made and any such offers will be subject to satisfactory references.

1) NAME:	
JOB TITLE:	
COMPANY:	
ADDRESS:	
EMAIL:	
TELEPHONE NUMBER:	

2) NAME:	
JOB TITLE:	
COMPANY:	
ADDRESS:	
EMAIL:	
TELEPHONE NUMBER:	

EMPLOYMENT/OCCUPATIONAL EXPERIENCE

Starting with your current or most recent position, please give a summary of all employment including any freelance or relevant unpaid work. (Please add an additional sheet if required)

DATES FROM - TO	NAME AND LOCATION OF EMPLOYER	POSITION HELD, MAIN RESPONSIBILITIES, SALARY, BENEFITS AND REASON FOR LEAVING

EDUCATION AND TRAINING

Starting with your most recent, please give a summary of your education and training relevant to this application. (Please add an additional sheet if required)

DATES FROM - TO	NAME OF SCHOOL, COLLEGE, UNIVERSITY OR OTHER TRAINING PROVIDER	DETAILS OF EDUCATION/TRAINING RELEVANT TO YOUR APPLICATION

KNOWLEDGE AND EXPERIENCE

From what you know of the position, referring to the job description where applicable, what skills, experience and personal characteristics do you have which would help you to be successful in this role (this may include membership of professional bodies, voluntary services, specific personal achievements or positions of responsibility held outside of work). Please also indicate why you are interested in this position.

ELIGIBILITY CRITERIA DECLARATION		
<i>Please confirm that you fulfill the following eligibility criteria. Shortlisted candidates will be required to supply copies of degree certificates and financial evidence.</i>		
	Delete as applicable	notes
I graduated in 2009 or 2010	Y / N	
I received a 2:1 or above	Y / N	
My degree was in one of the following art forms, as supported by Arts Council England: Dance, Combined Arts, Literature, Music, Theatre, Visual Arts, Arts Management	Y / N	Please state which
I was in receipt of a full maintenance grant (or Special Support Grant or Hardship Fund) during the whole of my university career, or I am otherwise be able to provide evidence of financial need during this time eg. by some other form of means tested support from a government or similar body.	Y / N	

ONLINE SURVEY	
The Department for Culture, Media and Sport (DCMS) are conducting an evaluation of the Scheme. This involves applicants completing a brief and anonymous survey questionnaire, which will <u>not</u> be used in assessing your application. Survey results will not be shared with Picture This.	
As part of your application for this scheme, you must complete this survey, which can be found at the following link: http://www.surveymonkey.com/s/creativebursariesevaluation You will be given a code on completion of the survey - please enter this code here	Online Survey Code

REF:

CHECKLIST	
Please ensure you have completed the application form, and email it with the following attachments	
Cover letter	
Completed application form including	
i) Online survey code	
ii) Declaration of fulfilling the Eligibility Criteria	
250 word review of exhibition, or cultural event	

Please email your completed application and attachments to **beth@picture-this.org.uk**
Deadline 17 December 2010, 4pm