

Picture This

APPLICATION FORM

Applicants should supply all relevant information using this form

Please email your completed application to Jane.Porter@picture-this.org.uk

Deadline: 19 March 2012, 10am

VACANCY APPLIED FOR:	
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	
<i>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.</i>	
1) NAME:	
JOB TITLE:	
COMPANY:	
ADDRESS:	
EMAIL:	
TELEPHONE NUMBER:	

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

EMPLOYMENT/OCCUPATIONAL EXPERIENCE		
<i>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)</i>		
DATES FROM - TO	NAME AND LOCATION OF EMPLOYER	POSITION HELD, MAIN RESPONSIBILITIES, SALARY, BENEFITS AND REASON FOR LEAVING

EDUCATION AND TRAINING		
<i>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)</i>		
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.