### Application Form

##### Street Level Photoworks

**Retail and Reception Coordinator**

## Closing date: Wednesday 18th November at 5pm.

## Interviews: Weds 2nd December

Please send signed hard copy to: ‘Recruitment’, Street Level Photoworks, Trongate 103, Glasgow, G1 5HD **and** email to: info@streetlevelphotoworks.org

(A signed hard copy is required)

Please ensure you have read the attached details BEFORE you fill out this form.

Please complete this form in typescript or black ink. It is acceptable to retype this form to complete it on a word processor, but please follow the layout below as closely as possible (please do not exceed the space guidelines as indicated for each question). CVs on their own will not be accepted.

# Personal Details

Surname First name/s

Home address

Postcode

Home phone Work phone (if applicable) or mobile

Email

**Present / most recent employment and/or freelance assignments (paid or unpaid)**

Name of employing organisation/projects

Position held

Address

When you started there

Your leaving date (if you have left)

Present/most recent salary

Notice period (if applicable)

Your reason for seeking other employment (or for having left)

Please outline your post and/or project title, your current key responsibilities and your key priorities/achievements in this post/project

Have you ever been convicted of a criminal offence? YES /NO

(Please note that this post is subject to a Disclosure Check)

Have you been absent from work through illness in the last two years?

YES / NO

If yes please give details (including dates).

Education, Training and Professional Qualifications (please include details of any short courses or informal training, eg. placements)

(half side A4 maximum)

|  |  |  |
| --- | --- | --- |
| **School, university, other agency** | **Course studied/qualification obtained** | **Date** |
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**Past employment and/or freelance assignments (paid or unpaid)**

(if freelance please list up to 3 key past projects/clients in past 5 years) (half side A4 maximum)

|  |  |  |  |
| --- | --- | --- | --- |
| **Past employer (name and short address)** | **Post/project title; your key responsibilities / achievements in this post** | Dates | **Reason for leaving** |
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# Experience, Skills, Interests

Referring to the Job Description and the Essential Skills, please outline how your skills, experience, and interests equip you for the post. We suggest you use short paragraphs or ‘bullet’ points. (one side A4 maximum)

**Referees**

Please give the details of two referees, one of whom should be your current or most recent employer. References will only be taken up if an offer of employment is being seriously considered.

Please delete as applicable: I do / do not require you to ask my permission to contact my referees.

1. Name

Post/organisation (if applicable)

Address

Telephone

How do you know the referee? Eg. employer, teacher, course leader

2. Name

Post/organisation (if applicable)

Address

Telephone

How do you know the referee? E.g. employer, teacher, course leader

**Legal requirements**

In order to comply with Immigration Act 1996 we are required to ask for proof of your right to work in the UK. This will be requested once an offer of employment has been made. However if you require a work permit in order to work in the UK please indicate here:

Please give details of any criminal convictions you have had, excluding any considered ‘spent’ under the rehabilitation of Offenders Act 1974 (minor motoring offences should be disregarded). If clarification is required please see [**www.nacro.org.uk**](http://www.nacro.org.uk)

**Declaration**

To the best of my knowledge the information on this application form is correct.

Signature

Name in block capitals

Date

# Equality and Diversity Monitoring

(this form will only be used for statistical monitoring purposes and will not be seen by the selection panel)

Street Level Photoworks is committed to equality and diversity in employment and all aspects of their programmes and operations.

In order to monitor the effectiveness of this policy we would be grateful if you could complete this section of the form. Completion is voluntary and will in no way prejudice your application.

Please circle details as appropriate:

Are you: MALE FEMALE

Would you define yourself as a Yes No

Disabled person?

How do you describe your ethnic origins?

African [ ]

Asian [ ]

Black British [ ]

European [ ]

Caribbean [ ]

Irish [ ]

White UK [ ]

Other, please specify.............................

Are you?

18-24 yrs old [ ]

25-34 yrs old [ ]

35-44 yrs old [ ]

45-54 yrs old [ ]

55-64 yrs old [ ]

65+ [ ]

Where did you see this vacancy advertised?

Signed .............................................................. Date .........................

Please return with your completed application to:

‘Recruitment’, Street Level Photoworks, Trongate 103, Glasgow G1 5HD