**Pallant House Gallery**

**Job Application Form**

The information requested in this form is important in assessing your application. **Please complete accurately and in full and submit it to** [**humanresources@pallant.org.uk**](mailto:humanresources@pallant.org.uk) **no later than 12 noon on the date given in the Recruitment Pack, with a completed Equal Opportunities Monitoring form.**

This form has been created as a Microsoft Word table so please type directly into the text boxes. If you have any access issues or questions about the form, please contact [humanresources@pallant.org.uk](mailto:humanresources@pallant.org.uk) or phone us on 01243 774557.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal details** | |  | | | | | |
| Title: | |  | | | | | |
| Forenames: | |  | | | | | |
| Surname: | |  | | | | | |
| Address: | |  | | | | | |
| Postcode: | |  | | | | | |
| Telephone number: | |  | | | | | |
| Email address: | |  | | | | | |
| Are you related to an existing member of Gallery staff?[[1]](#footnote-1): | |  | | | | | |
| Where did you find out about this vacancy?: | |  | | | | | |
|  | |  | | | | | |
| **Current or most recent employment** | | | | | | | |
| Name and address of employer: | |  | | | | | |
| Job title: | |  | | | | | |
| Start date: | |  | | | | | |
| End date (if applicable): | |  | | | | | |
| Brief description of duties: | |  | | | | | |
| Salary: | |  | | | | | |
| Any other financial benefits: | |  | | | | | |
| Line management responsibilities (if any): | |  | | | | | |
| Designation of immediate supervisor: | |  | | | | | |
|  | |  | | | | | |
| **Employment history** (earliest first and including any unpaid and voluntary work experience) | | | | | | | |
| Start date (MM/YY): | End date (MM/YY): | Employer: | Job title: | | Salary: | Reason for leaving | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  | |  | | | | | |
| **Education** | |  | | | | | |
| Start date (MM/YY): | End date (MM/YY): | Schools, colleges attended: | | Qualifications gained or pending (subject and level) | | | Grade: |
|  |  |  | |  | | |  |
|  |  |  | |  | | |  |
|  |  |  | |  | | |  |
|  | |  | | | | | |
| **Any training relevant to your employment or experience** | | | | | | | |
| Course title | | Organising body | | Duration | | | Date |
|  | |  | |  | | |  |
|  | |  | |  | | |  |
|  | |  | |  | | |  |
|  | |  | | | | | |
| **Membership of professional organisations/bodies:** | | | | | | | |
| Name of organisation/body: | | Grade of membership | | Whether by exam | | | Date |
|  | |  | |  | | |  |
|  | |  | |  | | |  |
|  | |  | |  | | |  |
|  | |  | | | | | |
| **Personal statement: relevant skills, experience and other information** | | | | | | | |
| 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. Relevant skills and experience may come from any setting (employment, voluntary roles, home context etc). | | | | | | | |
|  | | | | | | | |
|  | |  | | | | | |
| **References** | |  | | | | | |
| Please give the names of two people who can provide a reference in respect of your application. Where possible, the first should be from your current employer or most recent employer. Referees will only contacted if applicants are selected for interview. If you do not want a reference to be contacted until after a provisional offer of employment is made, please indicate below. | | | | | | | |
| **Referee A** | |  | | | | | |
| Name: | |  | | | | | |
| Position (job title/organisation) or relationship: | |  | | | | | |
| Email address: | |  | | | | | |
| Telephone number: | |  | | | | | |
| Contact prior to provisional offer of employment (Y/N)? | |  | | | | | |
| **Referee B** | |  | | | | | |
| Name: | |  | | | | | |
| Position (job title/organisation) or relationship: | |  | | | | | |
| Email address: | |  | | | | | |
| Telephone number: | |  | | | | | |
| Contact prior to provisional offer of employment (Y/N)? | |  | | | | | |
|  | |  | | | | | |
| **Equality Act (2020) – Disability** | | | | | | | |
| We are committed to employing people with disabilities and wish to encourage more applications from people with disabilities. If you are considered to be disabled under the Equality Act definition[[2]](#footnote-2) and have demonstrated that you meet the essential criteria for the post, you will be guaranteed an interview. | | | | | | | |
| Do you consider yourself to have any disabilities?: | |  | | | | | |
| Please state any arrangements you would like us to make to assist you if you are called for interview: | |  | | | | | |

|  |  |  |
| --- | --- | --- |
|  |  | |
| **Authorisation to Work in the UK** | | |
| To comply with the Immigration, Asylum and Nationality Act 2006 we are required to check your eligibility to live and work in the UK. | | |
| Please confirm that you will be able provide this evidence of your right to work in the UK on request: | |  |
| In accordance with the points-based immigration system, please confirm whether you are: | | |
| A UK Citizen: | |  |
| A Citizen within the Common Travel Area: | |  |
| An EU/EEA/Swiss Citizen with (or eligible to apply for) Settled Status: | |  |
| Have another form of working Visa issued by the Home Office and have the Right to Work in the UK: | |  |
|  |  | |
| Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) | | |
| All applicants are required to declare any criminal conviction(s) including bindovers and cautions which are ‘unspent’ and/or any pending prosecutions. Certain posts within Pallant House Gallery are exempted under the Rehabilitation of Offenders Act 1974. If the post for which you are applying is an ‘exempt’ post you must declare all convictions including non-filtered ‘spent’ convictions and, if shortlisted, you will be asked to provide more detailed information so that a criminal records check can be made with the Disclosure & Barring Service. | | |
| Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?: |  | |
| If you have answered yes please provide further information: |  | |
|  |  | |
| **Declaration** | | |
| The information supplied in this application form is true and accurate to the best of my knowledge. I agree that Pallant House Gallery has the right to validate any of the information provided. | | |
| Signed: |  | |
| Date: |  | |
|  |  | |
| **Data Protection Notice (for information)** | | |
| In accordance with the Data Protection Act 2018, the information provided on this form will be used in the recruitment and selection process. It will also form part of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates the information will be destroyed after twelve months from the end of the recruitment campaign.  Further information is available on our general Privacy Notice at <https://pallant.org.uk/privacy-policy/> | | |

1. A relationship with an existing member of staff will not exclude a candidate from applying but this declaration will ensure we manage the recruitment process transparently and within our Recruitment & Selection policy. [↑](#footnote-ref-1)
2. The Equality Act states that *“a person has a disability if he or she has a physical or mental impairment and the impairment has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities”.* [↑](#footnote-ref-2)