Application for employment

Studio Voltaire is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, marriage or civil partnership status, or pregnancy and maternity.

Position applied for:

Personal Details

|  |  |
| --- | --- |
| Name |  |
| Surname |  |
| Pronoun |  |
| Address |  |
| Age |  |
| Contact number(s) and convenient times for us to contact you |  |
| Email address |  |

Eligibility to work in the United Kingdom

Do you need a work permit to work in the UK?

◻Yes ◻No

If yes, please give details:

All successful applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

Data Protection

By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process. Any data about you will be held securely with access restricted to those involved in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed. If your application is successful it will be retained and form the basis of your personnel record. Information provided by you on the equal opportunities monitoring form will be used to monitor Studio Voltaire’s equal opportunities policy and practices.

Declaration

I declare that the information contained in this application is complete and correct. I understand that if I have knowingly provided false information or withheld relevant details, this could lead to disqualification from appointment or dismissal without notice.

Please print or sign your name:

Date:

Please do not include your name on any of the other pages in this application form.

Current or Most Recent Employment

|  |  |
| --- | --- |
| Name and address of business: |  |
| Your job title: |  |
| Date of appointment: |  |
| Period of notice required: |  |
| Is this job:  ◻Full-Time  ◻Part-Time |  |
| Brief outline of key responsibilities and duties responsibilities: | |

Previous Employment

Please start with your most recent position, prior to the one above. Continue onto another page, and copy boxes, if necessary.

|  |  |
| --- | --- |
| 1 | |
| Name and address of business: |  |
| Your job title: |  |
| Dates From-To Month/Year: |  |
| Brief outline of key responsibilities and duties: | |
| 2 | |
| Name and address of business: |  |
| Your job title: |  |
| Dates From-To Month/Year: |  |
| Brief outline of key responsibilities and duties: | |
| 3 | |
| Name and address of business: |  |
| Your job title: |  |
| Dates From-To Month/Year: |  |
| Brief outline of key responsibilities and duties: | |

If you wish to add any additional experience, please add boxes or text below by editing this document. Alternatively, you can use the blank page at the end of the document.

Skills, qualifications and other relevant experience

Please give details of where and how you have gained relevant skills and knowledge for this role. This might include formal training or qualifications, on-the-job training or self-taught knowledge. It could also be skills you have learnt in other ways, in different types of work, hobbies or personal circumstances. The required and desired skills listed in the person specification might be a helpful guide.

|  |  |  |
| --- | --- | --- |
| When | Where | Details |
|  |  |  |
|  |  |  |
|  |  |  |

Supporting Statement

Please state why you are applying for this position, what interests you about Studio Voltaire, and how you meet the requirements of the Person Specification. (Max 750 words)

|  |
| --- |
|  |

We are keen to ensure that our team is diverse to benefit from a wide range of backgrounds, perspectives and styles of thinking and working and we strongly welcome applications from people who have been typically excluded and are underrepresented in the visual arts.

Please provide any information relating to your personal circumstances that may be relevant here. (Max 200 words)

|  |
| --- |
|  |

References

Please provide details of two people who will provide an employment reference for you. One of these must be your current or more recent employer. All offers of employment at Studio Voltaire are made subject to receipt of satisfactory references. Referees will not be contacted without your permission.

Referee 1

|  |  |
| --- | --- |
| Referee’s name |  |
| Referee’s job title |  |
| How long have known this person and in what capacity? |  |
| Referee’s email |  |
| Referee’s contact number |  |

Referee 2

|  |  |
| --- | --- |
| Referee’s name |  |
| Referee’s job title |  |
| How long have known this person and in what capacity? |  |
| Referee’s email |  |
| Referee’s contact number |  |