

Camden Art Centre Arkwright Road London NW3

Employment Application Form

Thank you for your interest in working at Camden Art Centre.

How to Apply

1. Read the job pack and guidance document.
2. Complete the **Application Form**. We do not accept CVs.
3. Complete the accompanying online **Equal Opportunities survey**. We only require you do this once per application.
4. Please ensure that in your '**Supporting statement**' section of the application form, you tell us how you meet the skills in the person specification.
5. If you would like any further information, have any specific requirements or would like to discuss any aspect of the role in confidence, please contact us by email recruitment@camdenartcentre.org.
6. Successful candidates will be asked to provide two referees, one of whom **must** be your present or most recent employer. Both should know your work (paid or unpaid). They should not include relatives or purely personal friends. Please consider this in advance.
7. Once you have completed the Application Form, please email it to recruitment@camdenartcentre.org, putting the job title in the subject box.
8. Any application forms received after the deadline may not be included in the recruitment process.
9. If this form is not an appropriate application method for you because of an impairment or disability, please contact us to make alternative arrangements.

Camden Art Centre
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Post applied for

PERSONAL DETAILS

First name

Preferred title

Surname

Address

Telephone

E-mail

National Insurance Number

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

Yes / No

1. How did you learn of the vacancy?

This question is vital for Camden Art Centre to evaluate the reach and effectiveness of our recruitment advertising. It gives the Centre a better understanding of whether we are reaching the right candidates.

Camden Art Centre Instagram		Tate Plus	
Camden Art Centre Website		HR Steering Group	
Run the Check		Association for Cultural Enterprises	
LinkedIn		Emailed to you via network (please specify)	
Arts Jobs		Other (please specify)	
Guardian Jobs			

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REFEREES

Please give details of two referees, one of whom **MUST** be your present or most recent employer. Both should know your work (paid or unpaid). They should not include relatives or purely personal friends.

1. Referee Name	<div></div>
Address	<div></div>
Telephone	<div></div>
Email	<div></div>
Context in which referee knows you	<div></div>

May we approach this person before a job offer?	<div>Yes / No</div>
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2. Referee Name	<div></div>
Address	<div></div>
Telephone	<div></div>
Email	<div></div>
Context in which referee knows you	<div></div>

May we approach this person before a job offer?	<div>Yes / No</div>
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DECLARATION

I declare that the information contained in this application is correct to my knowledge and belief. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I consent to Camden Art Centre checking any information I am unable to verify personally. I acknowledge and accept that my data will be stored securely in manual and automated records and will be processed solely by Camden Art Centre in connection with the recruitment and equal opportunities monitoring and my personnel records if I am the successful candidate. (Data Protection Act 1998, General Data Protection Regulations 2016)

Signed_____ Date_____

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CURRENT OR MOST RECENT EMPLOYMENT (paid or unpaid)

Name and address
of organisation

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Post or job title

--

Date started working for this
organisation

--

Leaving date if not now working

--

Current salary

--

Period of notice required

--

Please give a brief outline of your main duties and responsibilities

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Reasons for leaving or seeking other employment

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PREVIOUS EMPLOYMENT

Please give details of any further employment experience you may have had, with the most recent post first. Please continue on a separate sheet if necessary (you can also insert more rows into the table below).

Dates	Name & address of organisation	Job title, main duties, salary and reason for leaving

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VOLUNTARY WORK EXPERIENCE

Please give details of any unpaid work or other experience relevant to this post. Please include voluntary work and student placements.

EDUCATION

Please give details of secondary, further and postgraduate education.

Dates	Name of school, college, university etc	Qualifications obtained

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VOCATIONAL TRAINING

Please give details of professional training courses completed.

Dates	Course title & subjects covered	Training provider

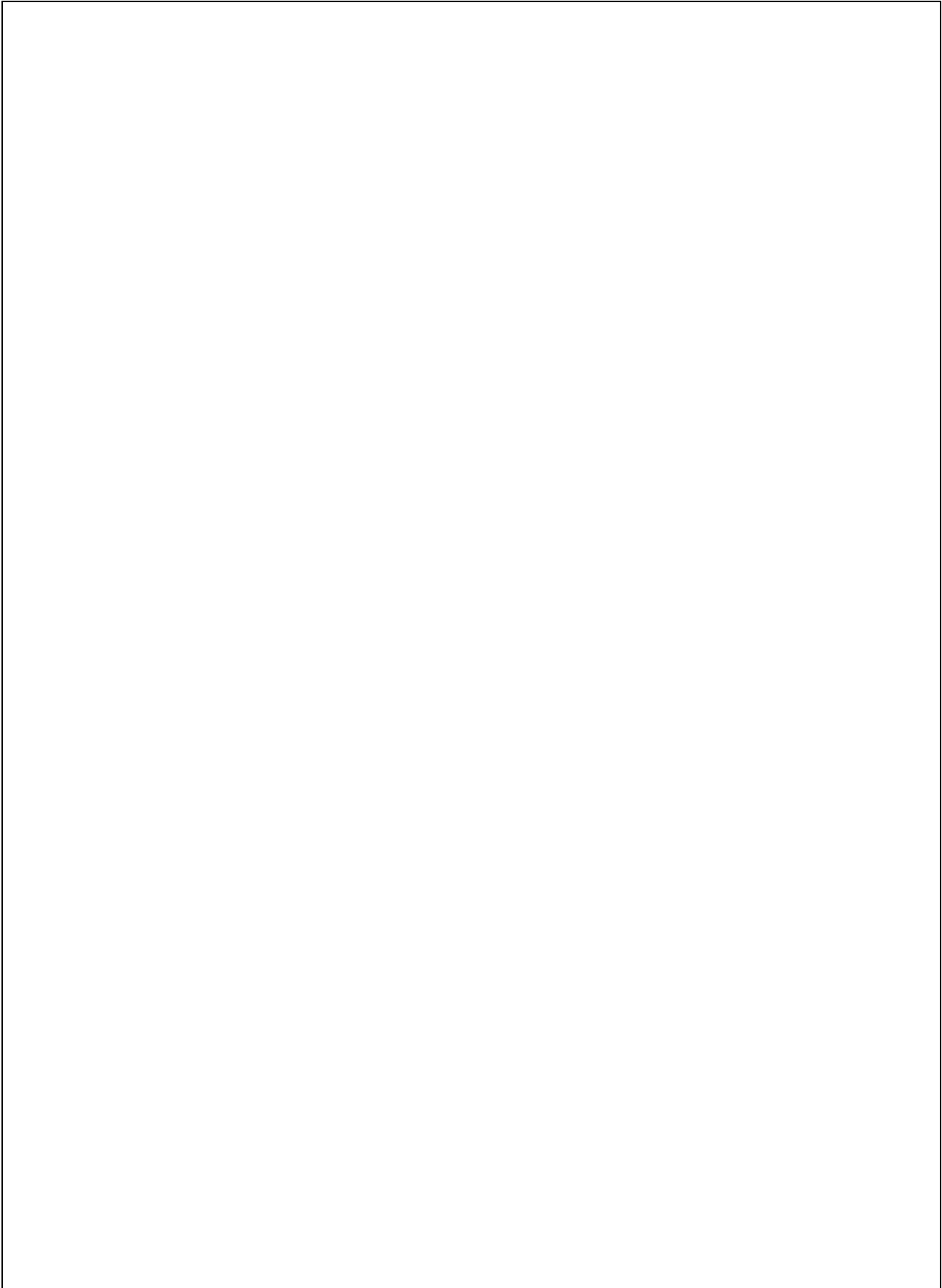
SUPPORTING STATEMENT

Please outline below why you are applying for this job and in what ways your knowledge, skills and experience are relevant to the requirements of this post, as set out in the person specification.

The size of this box is not indicative of how much you can write, please continue on additional sheets if necessary.

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