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Description automatically generated with low confidence

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| Falmouth Art Gallery |
| Application for employment: Trainee Curator |

We are committed to equal opportunities in employment and service delivery and are only interested in your ability to do the job. We will shortlist for interview anonymously and only your answers to sections 3 – 6 will be considered in this process.

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| 1. PERSONAL DETAILS | | | |
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| 1. PERSONAL DETAILS | | | | |
| First name/s: |  | Last name: |  |
| Title: |  | Preferred name: |  |
| Address: |  | Email: |  |
| Contact telephone numbers: | |
| Mobile: |  |
| Postcode: |  | Other: |  |

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| 2. EDUCATION, TRAINING AND DEVELOPMENT  ***Secondary school/college/university/apprenticeship*** *including current studies, with the most recent first. Please also include any other training you have completed.* | | | | | | | |
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| Dates: | | Name of institution: | | Courses/subjects taken: | | Qualifications/ grade: | | |
| From: | To: |
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| 3. INTEREST IN THIS ROLE  *We want to recruit someone to this role who is passionate about the stories we tell at the museum. Please read the job description and specification and answer these questions about your suitability for the Trainee Curator role.* | | | |
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| Explain why you are interested in Falmouth Art Gallery and our collection? | | | |
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| What are you most interested in for the traineeship? What will be the biggest challenge? | | | |
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| 4. MOST RECENT EXPERIENCE  *Please provide details of your current or most recent employment, volunteering, or unpaid work.* | | | |
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| Name of employer: |  | Job title: |  |
| Address of employer: |  | Start date: |  |
| Leave date:  (if applicable) |  |
| Reason for leaving: |  | Date available to start: |  |
| Key responsibilities: | | | |
| Please explain how this experience will support your work as a Trainee Curator: | | | |

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| 5. PREVIOUS EXPERIENCE  *Please start with the most recent and work backwards,* ***include any unpaid or voluntary work*** | | | | |
|  | |  |  |  |
| Dates: | | Name and address of employer: | Job title and brief outline of duties. | Reason for leaving: |
| From: | To: |
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| *Please add rows if necessary.* | | | | |

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| 6. SUPPORTING STATEMENT  *Please read the job description and person specification. Using examples,* ***show how your knowledge, skills and experience meet each of the requirements of the person specification.*** *Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence. Please reference your previous roles and experience and how they will be useful as a Trainee Curator. You can respond in the text box below with no more than 2 pages OR by submitting a film no longer than 5 minutes along with your application.* | | | |
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| 7. ADDITIONAL INFORMATION  *\*Delete as applicable.* | | | | |
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| Have you ever been convicted of an offence excluding those ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (if yes, attach details)  *A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required it will be requested in the event of the individual being offered the position.* | | | | YES/NO\* |
| Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g. needing a work permit/visa)? | | | | YES/NO\* |
| If Yes, please provide details: | | | | |
| Are you related to Falmouth Art Gallery employees? | | | | YES/NO\* |
| Where did you see the advertisement for this post? | | |  | |

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| 8. REFERENCES  *Please give details of two referees, one of whom should be your most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.*  **References may be taken up before an interview or offer of employment, unless you request otherwise.** | | | | | |
|  |  |  | | |  |
| Full name: |  | | Full name: |  | |
| Job title: |  | | Job title: |  | |
| Employer: |  | | Employer: |  | |
| Tel no: |  | | Tel no: |  | |
| E-mail: |  | | E-mail: |  | |
| Relationship to you: |  | | Relationship to you: |  | |
| How long have they known you? |  | | How long have they known you? |  | |

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| 9. INTERVIEW REQUIREMENTS  Interviews will be held week commencing 24th November 2021. We will make reasonable adjustments to help you through the application and selection process. Questions will be provided to you ahead of the interview. If you have specific requirements for attending an interview, please let us know: | | | | |
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| Would you prefer to interview for this role remotely or in person (delete as appropriate)?  *Please note this role is not a remote-access role. Expenses are available to cover travel expenses to a maximum of £40 per person. These are reclaimable after your interview and capped in line with our climate responsibilities.* | | | Remote / in person | |
| Please let us know about any specific requirements you have for attending an interview: | | | | |
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| 10. YOUR DECLARATION  I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate. | | | | | | | |
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| Signature: |  | | | Date: |  | |

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| **How we protect your personal information**  We keep on file information from this application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 6 months; anonymised data will be kept for monitoring purposes. |

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| TO APPLY  **Please complete our equal opportunities monitoring form.** [**Please click here to complete the equal opportunities monitoring form.**](https://forms.office.com/Pages/ResponsePage.aspx?id=x5pwvJK33EKFIIvg5HdbCKTCMfJtPlxMpWGnW5LlnVNURUlVSlNNVTJJNDhPVUpUMjkyNlVKTFc1NC4u)  To submit your application, please complete and save this form, and return as a Word Document (not PDF) via email to Tamsin Bough at tamsinbough@falmouthartgallery.com |