



Street Level Photoworks

Application Form : **Office and Finance Coordinator**

Closing Date: **Saturday 1st July 2017, 1pm.**

Please print and return your completed signed application to:

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

OR... Email a digitally completed version with subject 'Recruitment' to:

reception@streetlevelphotoworks.org

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.

The personal details section on this page will not be seen by the selection panel. Please make sure that you put your initials on each page of the application form in the top right hand corner. If completing digitally please do the same in the box provided.

Personal Details

Surname: First name/s:

Home address:

Home phone:

Work phone (if applicable):

or Mobile phone:

Email:

Present / Most recent employment and / or Freelance assignments

Name of employing organisation / projects:

Position Held:

Address:

Start Date:

End Date (if applicable):

Present / most recent salary:

Notice period (if applicable):

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:

Education, Training and Professional Qualifications (please include details of any short courses or informal training, eg. placements) - half side A4 maximum.

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School, University, Other Agency	Course studied / Qualification obtained	Date

Past employment and/or freelance assignments

(If freelance please list up to 3 key past projects/clients in past 5 years)

Past employer:
(Name and short address)

Post/project title; your key responsibilities / achievements in this post:

Dates / Reason for leaving:

Past employer:
(Name and short address)

Post/project title; your key responsibilities / achievements in this post:

Dates / Reason for leaving:

Past employer:
(Name and short address)

Post/project title; your key responsibilities / achievements in this post:

Dates / Reason for leaving:

Experience, Skills, Interests

Referring to the Person Specification, please outline how your skills, experience, 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.

Do you require us to ask for permission before we contact your referees?

Name:

Post / organisation (if applicable):

Telephone:

Address:

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

Name:

Post / organisation (if applicable):

Telephone:

Address:

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

Legal Requirements

In order to comply with the Asylum and Immigration Act 1996 we are required to ask for proof of your right to work in the UK. This will be requested once a conditional offer of employment has been made.

Declaration

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

I confirm that any incorrect information provided here or during the recruitment process may result in the withdrawal of a job offer or termination of my employment.

Signature:

Name in block capitals:

Date:

If you are completing this form digitally, please type your name in the signature field.