

IKON

Application for the appointment of: **PA/Office Manager**

Please complete your application in as much detail as possible, continuing on a separate sheet if necessary.

1. Personal Details

Title:

Surname:

First Name(s):

Address:

Telephone: Home:

Telephone: Work:

Telephone: Mobile:

E-mail:

Website:

2. Present Employer

Name and Address:

Nature of Business:

Job Title & Summary of key responsibilities and duties:

Present Grade/Salary/Wage:

Other Benefits:

Date of Appointment:

Notice Required:

Reason for seeking other employment:

3. Education – Training - Qualifications

Secondary School/College/University (Most recent first)	Dates		Qualifications Gained
	From	To	

Membership of Professional Bodies/Networks:

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4. Previous Employment and Work Experience

Please detail all previous work, whether paid or voluntary, which you have undertaken. Highlight (*) the two most relevant and note what you achieved. Continue on another sheet, if necessary. (Most recent first)

From – To month/year	Employer	Job Title & Responsibilities (*)	Reasons for leaving	

5. Specific Information in support of your application

Please explain why you are applying for the job and how your skills, experience and achievements are relevant to the job.

6. Additional Information

Please give details of any additional information, not covered elsewhere, which will give strength to your application. Please also indicate how this opportunity may develop and enhance your skills and abilities, aiding your continuing professional development. Continue on a separate sheet if needed.

7. References

Please give the names and addresses of two referees who know you and how you work. One of these should be your present employer/teacher/tutor, if applicable.

Name _____

Address _____

Telephone _____

Email _____

How you know the referee _____

Name _____

Address _____

Telephone _____

Email _____

How you know the referee _____

May we request a reference before making an offer of work?

Referee 1 Yes / No

Referee 2 Yes / No

8. Interviews

Interviews will be held on **Wednesday 28 August 2019**

Are you available to attend on this date? Yes /No

9. Privacy Statement

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".

10. General

Please state where you heard about this vacancy:

Declaration

All the information given in this application is correct as far as I know. I understand that it will be treated as part of any subsequent contract of employment.

Signature:

Date:

Important Information

Application deadline: **Tuesday 20 August 2019, midday**

Interviews: **Wednesday 28 August 2019**

Please submit your completed application form and equal opportunities questionnaire by the above deadline. Email applications will be accepted, please forward both your application form and equal opportunities questionnaire as PDF documents to office@ikon-gallery.org

Address for postal applications:

PA/Office Manager Application
Leila Zafar
Ikon Gallery
1 Oozells Square
Brindleyplace
Birmingham
B1 2HS

Please remember to apply the correct postage to your application (we will not accept late applications or pay for underpaid postage).

Due to limited resources Ikon Gallery will only contact you should you be required to attend an interview.

Ikon is committed to Equal Opportunities and positively welcomes applications from all sectors of the community. Ikon Gallery Limited trading as Ikon, registered charity no. 528892. Ikon is funded by Arts Council England and Birmingham City Council.
