

IKON

Application for the appointment of: **Senior Technical 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/ Uni. (Most recent first) | Dates | | Qualifications Gained (state Level) | Grade | Date |
|--|-------|----|-------------------------------------|-------|------|
| | From | To | | | |
| | | | | | |

Membership of Professional Bodies:
(Identify those obtained by examination)

| Body | Qualification/Membership Status | Since |
|------|---------------------------------|-------|
| | | |

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. 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 via Microsoft Teams on **4 August 2021**

9. 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:

Deadline for applications: 9am, 28 July 2021

Interviews: 4 August 2021

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

Return address for postal applications:

Senior Technical Manager Application
FAO: PA/Office Manager
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 Gallery is an equal opportunity organization and welcomes applications from all sectors of the community. Registered charity number 528892
