

# IKON

Application for the appointment of: **Shop Assistant**

*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:

---

## 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 at Ikon Gallery on **14 December 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, 8 December 2021**

**Interviews: 14 December 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](mailto:office@ikon-gallery.org)

Return address for postal applications:

Shop Assistant 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**

---