We’re committed to making our workforce representative of our city; therefore, we actively encourage applicants from diverse backgrounds and with different experiences. If you would like this form in a different format, please email recruitment@nottinghamcontemporary.org

 **Position Applied For:**

1. **Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name  |  | Surname  |  |
| Preferred Name |  | Pronouns |  |
| Address  |  |
| Contact Number(s) |  | Email  |  |
| Preferred Contact Method |  |

**2. Employment & Relevant Experience**

Please tell us about your employment history, relevant volunteering or unpaid work experience. If you have more than one employer, include roles that are most relevant. If you’re not currently employed, provide details of your most recent experience which can include experience in education. You can also include membership details of any professional bodies, Clubs, Societies or Associations which are relevant to the role you’re applying for.

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation & Address | Dates*(To/From)* | Position Held | Role and Responsibilities*(Please bullet point)* |
|  |  |  |  |
|  |  |  |  |
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**3. Supporting Information**

Please briefly explain why you are applying for this job and what you could bring to the role outlining relevant skills, experiences, and achievements incorporating how this links to our values. Include why you would like to specifically work at Nottingham Contemporary and why you would be the best candidate for the job. Please answer in no more than 500 words.

|  |
| --- |
|  |

**4. References**

Please provide the details of two referee, one of these should be your present employer/teacher/tutor.

|  |  |  |
| --- | --- | --- |
| Reference 1 |  | Reference 2 |
| Name  |  |  | Name |  |
| Company Name |  |  | Company Name |  |
| Contact Number |  |  | Contact Number |  |
| Email  |  |  | Email |  |
| How do you know the referee?*(e.g. manager)* |  |  | How do you know the referee?*(e.g. manager)* |  |

**5. Declaration**

All the information I have given in this application is correct to the best of my knowledge. I understand that this information will be treated as part of any subsequent contract of employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

Please tell us where you heard about this vacancy.

|  |  |
| --- | --- |
| Arts Jobs |[ ]  Nottingham Contemporary Newsletter |[ ]
| LinkedIn |[ ]  Instagram |[ ]
| Facebook |[ ]  Twitter |[ ]
| Creative Access |[ ]  Word of Mouth |[ ]
| Google Alerts |[ ]  Indeed |[ ]
| Other *(please state)* |  |

We operate a positive action interview scheme; we will offer an interview to any applicant with a disability or long-term condition, who meets the minimum criteria for the role. Please therefore ensure that you complete the separate equality monitoring form which will be sent to you upon receipt of your application. Nottingham Contemporary welcomes all applicants; though, you must demonstrate you are permitted to live and work in the United Kingdom, please tick if you can demonstrate this [ ]

Please note that the role may require an Enhanced DBS check.

Due to the high number of applications that we receive, we will only be in contact with those who have been shortlisted for interview. We regret that we cannot offer individual feedback on all applications received.

Please return your application via email to:recruitment@nottinghamcontemporary.org