

Employment History

Dates		From Month Year	To Month Year	Name and Address of Employer (most recent first)	Position held and nature of duties	Salary	Reason for leaving
From	To						
Month	Year						

Give details of any time not already accounted for in the last 10 years (including unemployment) with dates.

Give details of any relevant training you have received (include membership of professional institutes, vocational and non-vocational courses).

Supporting Statement

Please give details of all your experience, skills and abilities relevant to the post applied for. If you have had a break from paid work please include details of any voluntary work undertaken or any positions of responsibility held, e.g. parent governor, committee member etc.

Please continue on another sheet if necessary

Availability and Interview Arrangements

Dates when not available for interview:

Do you require any special arrangements to be made to enable you to attend an interview?
If so, please specify.

When could you take up duty, if appointed?

Referees

Please complete in BLOCK LETTERS and indicate the referees initials and correct style of address.
Current or most recent employer.

NAME (line manager or HR Department)

ADDRESS

May the reference be sought now? YES/NO

References are required to cover your employment history for the last three years.

Please name two other referees who are not related to you who can advise on your suitability for this post. (previous employers)

NAME (line manager or HR Department)

ADDRESS

May the reference be sought now? YES/NO

NAME (line manager or HR Department)

ADDRESS

May the reference be sought now? YES/NO

Where did you see this post advertised? _____

I confirm that the details given on this application form are correct to my knowledge and belief. ***If you give any information which you know is false, or you withhold any relevant information, this may lead to your application being rejected or, if you have already been appointed, to your dismissal.***

Understand that the information may be used for registration purposes under the Data Protection Act. Unsuccessful applications will be destroyed after 6 months.

Signature _____ Date _____

Ethnic Monitoring

POST APPLIED FOR:

DATE:

The National Portrait Gallery is committed to the equal treatment of all employees and applicants and requires all employees to abide by and adhere to this general principle. We aim to meet both our statutory duties in relation to equal opportunities by complying with the terms of the Sex Discrimination Acts 1975 and 1986, the Equal Pay Act 1970, the Disability Act 1995 and the Race Relations Act 1976, and to follow accepted good practice in this area.

The Gallery's policy is that no applicant or employee should receive less favourable treatment than another on grounds of sex, marital status or sexual orientation, disability, colour, race, nationality, ethnic or national origin or creed.

In order to ensure we are meeting our aims we monitor the sex, ethnic origin and disabilities of all our applicants. This information is held securely by the Personnel Department only and forms no part of any selection process, either in your initial appointment to your post at the Gallery or at any time in the future.

I should be grateful therefore if you would select the category most appropriate to yourself from the list below and return this form, in confidence, together with your application form. The list is not exhaustive so if you feel that none of these categories accurately defines your own ethnic origin, please feel free to indicate your preference under "Any other ethnic group".

Please tick where appropriate

Sex

- Male
 - Female

Ethnic origin

Asian or Asian British

- Indian
 - Pakistani
 - Bangladeshi
 - Any other Asian background

Black or Black British

- Caribbean
 - African
 - Any other Black background
 - Chinese

Mixed

- White and Black Caribbean
 - White and Black African
 - White and Asian
 - Any other Mixed background

White

- British
 - Irish
 - Any other White background

Other

- Any other ethnic group
 - Do not wish to give this information

Disability

Do you consider yourself to have a disability?

- Yes
 - No