**APPLICATION FORM**

**CITY & GUILDS OF LONDON ART SCHOOL**

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| --- |
| Name:Home Address:Daytime telephone number:Mobile number:Email address:The position you are applying for: |
| Please tell us why you are applying for this post (500 words maximum) |
|  |
| Please delete as appropriate:1. Do you need a work permit to work in the UK? Yes/ No
2. Have you ever been convicted of a criminal offence? Yes/ No

 (Declaration subject to the Rehabilitation of Offenders Act)* 1. If YES, please complete this form: <https://www.cityandguildsartschool.ac.uk/wp-content/uploads/2019/07/CGLAS_Criminal-conviction-declaration-exempt_190719.docx>
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Please also provide:

1. C.V.
outlining your professional experience, relevant qualifications and any professional bodies that you are a member of.
2. REFEREES.
Please give the names and addresses of two people, one of whom should be your present employer, willing to provide references. If you are not at present employed, name your most recent employer; if you have never been employed or are self-employed, name another referee. References may be taken up if you are called for interview. If you do not wish your referee to be contacted at this stage you must indicate this by writing “please do not approach without permission” against their name below.

|  |  |
| --- | --- |
| Referee 1 | Referee 2 |
| Name:Position held:Relationship with applicant:Work Address:Daytime telephone number:Mobile number:Email address: | Name:Position held:Relationship with applicant:Work Address:Daytime telephone number:Mobile number:Email address: |

**DECLARATION**

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

……………………………………………………………….
(Sign and date)

Please send your application to jobs@cityandguildsartschool.ac.uk or by post to

City & Guilds of London Art School, 124 Kennington Park Road, London SE11 4DJ

**Privacy notice**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.

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”.