

Application form: COMMUNITY ARCHIVIST



Deadline: **March 29th 2020**

Interviews: **April 1st 2020**

Please complete all section. C.Vs will only be accepted as supplementary information.

Use continuation sheets if necessary. Please ring us on 0121 446 3260 if you need further information.

Title: _____ **Forename:** _____ **Surname:** _____

Address: _____

_____ **Postcode:** _____

Tel: _____ **Tel:** _____ **Mobile:** _____
(daytime) (evening)

Fax: _____ **Email:** _____

1. Education and training (formal and informal). Please start with the most recent.

Dates	School/college/training body/other	Qualifications obtained (if any)
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2. Previous and present employment. Please start with the most recent.

Dates	Employer	Position held. Please give brief description of responsibilities and final salary.
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3. Experience in relevant voluntary work or activity. Please start with the most recent.

Dates	Host organisation	Voluntary work or activity relevant to the job. Please give brief description of responsibilities.
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4. Please state why you are applying for this job, and what skills and qualities you would bring to it. Please address the post description and all aspects of the person specification.

Please use a continuation sheet if necessary, keeping this to a maximum of one additional sheet.

5. Please give details of two referees. One should be your present or most recent employer. We will not approach referees until after the interview.

First referee:

Name: _____

Position: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Second referee:

Name: _____

Position: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

6. Do you have any specific support needs that may be relevant should you be called to an interview?

Selection will be based solely on ability to meet the person specification.

7. How did you hear about this position?

8. Applicant's statement.

I certify that all the information given on this form is correct.

Signed: _____

Date: _____

Please return the completed form to **Sampad**, c/o Midlands Arts Centre, Cannon Hill Park, Birmingham B12 9QH, or email to Buzby@sampad.org.uk to arrive no later than 29 March 2020.