# **Application form**

Application for employment as:

Where did you see the position advertised?

1. **Personal details**

This information will be used to contact you should you be called to interview. The information given on this page is not used for shortlisting.

**Title: Mr/Mrs/Miss/Ms (please circle/delete)**

**First name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Surname**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tel.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we call you on this number? **Y/** **N**

**2. Access Requirements**

The Institute of Imagination is an equal opportunities employer. Please advise us of any access requirements you may have so that we can ensure that our interview process is fully accessible.

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## **3. Education & Training**

## Please list your qualifications at secondary and tertiary level and above. If you do not have UK qualifications, an equivalent recognised qualification is acceptable. If there is insufficient space, please continue on a separate sheet.

|  |  |  |
| --- | --- | --- |
| **School/college attended** | **Dates of attendance** | **Qualifications obtained** |
|  | **to** |  |
|  | **to** |  |
|  | **to** |  |

## Please list any relevant professional training and/or qualifications that you have received. If there is insufficient space, please continue on a separate sheet.

|  |  |  |
| --- | --- | --- |
| **Qualification/training** | **Awarding body/** **training establishment** | **Date obtained** |
|  |  |  |
|  |  |  |
|  |  |  |

## **4. Employment History**

## Please give details of your employment history, beginning with your current (or most recent) employer. Please state whether the position(s) you have held were full or part-time, and please account for any breaks in your employment history. If there is insufficient space, please continue on a separate sheet.

|  |  |  |
| --- | --- | --- |
| **Position(s) held** **Name & address of employer(s)** | **Dates** **(to/from)** | **Brief description of duties** |
| **Period of notice required:** | **to** |  |
| **Reason for leaving:** | **to** |  |
| **Reason for leaving:** | **to** |  |

## **5. Personal Statement**

## Starting below and using a maximum of two pages, please state how your experience makes you a suitable candidate for the post, referring to each point in the Person Specification in turn. This part of the form is used for shortlisting, so you should give as much information as possible to enable us to assess your application fairly.

## **6. Referees**

## Please give the names and addresses of two people who can provide a professional assessment of your suitability for the position. Neither referee should be related to you.

## One referee should be your current (or most recent) employer. We will ask you for permission before we contact your referees.

|  |  |  |
| --- | --- | --- |
| **Name & position** | **Address & contact details** | **Your relationship to referee** |
| **1.** |  |  |
| **2.** |  |  |

## **7. Right to Work**

## Are there any restrictions regarding your employment? e.g. do you require a work permit?

## Please supply details:

## **-------------------------------------------------------------------------**

## **8. Declaration**

## I DECLARE that to the best of my knowledge and belief the information given in this application form, including any attachments is true and correct. I consent to the Institute of Imagination taking steps to verify any information if I am called to interview. I understand that any false statement may be grounds for dismissal if I am appointed.

## **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_**

## Completed application forms should be marked and returned by the closing date to Kathryn Wilson, Team Operations Manager, either by:

## kathryn.wilson@ioi.london

## or

## The Institute of Imagination, Second Home, 68 Hanbury Street, E1 5JL