

# **Summer 2024 Work Experience Programme application form**

Please complete this form and return to recruitment@artuk.org by **9am on Tuesday 12th March.**

We also request that all applicants complete our [Equality, Diversity and Inclusion online survey](https://www.surveymonkey.com/r/7RHWJXL). Please be assured that your responses to this survey will be anonymous and will not form any part of the selection process.

As part of our commitment to Equality, Diversity and Inclusion please note that we redact some details from applications ahead of the shortlisting stage to ensure the removal of unconscious bias. Please note that as part of this process Sections 1, 2 and 6 will be removed from your application form prior to shortlisting.

## **Section 1: About you**

|  |  |
| --- | --- |
| **Full name** |  |
| **Address** |  |
| **Email address** |  |
| **Mobile telephone** |  |
| **Date of birth *Must be aged over 16 to apply*** |  |

## **Section 2: Current status**

**Education**

|  |  |
| --- | --- |
| **Name of educational institution** |  |
| **Year of course** |  |
| **Course being studied** |  |

**Other**

|  |  |  |  |
| --- | --- | --- | --- |
| **Jobseeker/unemployed** |  | **Other organisation** |  |
| **Provide further information if needed:** |
|  |

## **Section 3: Further details**

|  |  |
| --- | --- |
| **Please indicate your three preferred date options in order of preference i.e. Weeks 4, 7, 1** |  |
| **Where did you see the opportunity advertised?** |  |
| **Do you consider yourself to be a candidate who is under-represented in the creative industries?** | Yes/No |
| **What type of secondary school did you attend?** ***(i.e. state, private)***  |  |
| **Do you have any access or learning requirements?** | Yes/No |
| ***If yes, please include details*** |  |

## **Section 4: Your interests**

|  |  |
| --- | --- |
| **Please tell us why you’d like to undertake work experience at Art UK?** |  |
| **How do you plan to continue your interest in art history i.e. in your spare time, at FE/HE, or in your future career?** |  |
| **Do you have a favourite artistic style or movement?** |  |
| **Do you use social media? If so, which platforms do you use?** |  |
| **What elements of the work that Art UK does are you particularly interested in?** |  |
| **What do you hope to get out of your work experience with us?** |  |

## **Section 5: Information in support of your application (200 words max)**

**Please take this opportunity to tell us more about your interests and skills that you believe are relevant to the placement (i.e. interpersonal, computer, technical, administrative).**

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|  |

## **Section 6: Parent/Guardian Permission**

If you are aged under 18, please ask a parent or guardian to complete this section of the form.

|  |  |
| --- | --- |
| Name |  |
| Relationship to work experience applicant |  |
| I consent to my child completing an unpaid work experience placement at Art UK | Yes/No |
| I consent to Art UK processing my child’s personal data in order to process their work experience application. I have read the data protection statement at the bottom of this form and understand. | Yes/No |

**Please save your completed Application form as an MS Word file (or format compatible to MS Word) with your name in the document title and then email it to** **recruitment@artuk.org****.**

**Applications sent in PDF format will not be accepted.**

**Please complete the** [**EDI monitoring survey**](https://www.surveymonkey.com/r/7RHWJXL) **online.**

**Data Protection Statement:**

The information you give when completing your work experience application form will be used in accordance with the EU General Data Protection Regulation. It will be used to enable the organisation to create electronic and paper records of your application, to enable the application to be processed and to enable the organisation to compile statistics. No statistical information used will be published that would identify you as an individual. The information relating to your application will be kept securely. It will be kept for three months if you are unsuccessful in your work experience application and for the duration of your work experience and three additional months if you are successful. Please [read our privacy policy](http://www.artuk.org/footer/privacy-policy) for more details on how we use personal data and information.