**INTERNSHIP APPLICATION FORM**

## If you need any support in completing this application form please contact ella.walker@homemcr.og

Type or use black ink.

Application for:

**Visual Art Administration and Event Assistant Internship –**

**HOME Artist Film Weekender**

Deadline: 12 noon Friday 31 August 2018

1. **Full Name:**
2. **Address:**
3. **Contact telephone:**
4. **Email Address:**
5. **Employment, Training, Skills and Experiences:**

*In this section please outline any employment, work experience, training, education, experiences or skills you have which will support you in this role.*

*Please use the Person Specification to highlight the experiences and skills that match this role. Feel free to use a list, bullet points or a table.*

1. **This section is your opportunity to let us know why you would like this Internship role and what you could bring to the role.**

*Have a good look at the Internship Job Pack especially the Role Description, and Person Specification. Please answer the following 4 questions. Be sure to let us know how your experiences, skills and interests will help you in this role and why you are interested in this role and working with HOME.*

1. **Why are you interested in this Visual Art Internship at HOME?**

*Let us know what interests you about this role. What interests you about working with HOME and why you would like to support the Artist Film weekender?*

1. **Why are you the ideal candidate for this role and what can you bring to this Internship?**

*Tell us about how your skills, experience and interests will help you in completing the main duties of the role and let us know if there is anything else that you can bring to the opportunity?*

1. **What do you hope to get out of this Internship role and how will you use the experience?**

*As this is an entry-level role, please let us know what you hope to get out*

*of this experience and how this could develop your skills for the future.*

1. **Can you tell us about a recent Artist Film (short or feature) or an artist film-focussed exhibition that you have seen, and briefly, what you thought of it?**

**8. Where did you hear about this post?** (Please be specific)

**9. Sign and date the form below:**

*An e-signature will be fine*

 Signed: Date:

To Apply for this role, please return the completed form, in a PDF Format,

by **12 noon Friday 31 August** via email to: **ella.walker@homemcr.org**

Applications received after the deadline will not be shortlisted.

There are certain criteria you must meet in order to be eligible to apply for this Internship;

* At the time of applying you must be aged 18+
* Live in the **Borough of Manchester**

[Click here for a list and map of the Wards of the Borough of Manchester](https://bit.ly/2nlChMG)

Applications that do not meet these criteria will not be shortlisted.

This Internship role is a fixed-term work based training position and will support the ongoing development of HOME Visual Art programmes.

Interviews will be held within the week commencing **Mon 10 September**

The start date for this role will be within the week commencing **Mon 08 October**

**Unfortunately, due to the nature of this project we are not able to be flexible with these dates.** Please only apply if you are available for the interview, start dates and dates of the internship contract.

We will be in touch with all candidates regarding the outcome of their application. However, we will not be able to offer feedback at the application stage, feedback will be available for applicants invited to interview.

**If you have any questions about this please email** **ella.walker@homemcr.org**

Please complete the Equal Opportunities Form on the following page.

**EQUAL OPPORTUNITIES MONITORING FORM**

To help HOME in the implementation of its Equal Opportunities Policy, we would be grateful if you would complete the return this form.

The completed form will be separated from your application form and the information you give will be kept confidential and will have no bearing on your application.

**1 Post applied for:**

**2 How did you learn of the vacancy?**

 Website [ ] (please state which one) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email listings [ ] (please state which one) \_HOME Volunteer Update\_

 Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3 Gender**

 Female [ ] Male [ ] Other [ ]

**4 How would you describe your ethnic origin?**

 Black/ Black British [ ] White British [ ] Mixed Other [ ]

 Asian/ Asian British [ ] Chinese [ ] White Other [ ]

Other, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5 What age are you?** \_ \_

**6 Do you have a disability?**

 Yes [ ] No [ ] Prefer not to say [ ]

*Thank you for filling in this form.*