

**Application Form:**

**GEM Foundation Course: *Museum Learning***

October 2018 – January 2019

Course dates: 4-5 October, 8-9 November, 6-7 December 2018 in **London**

***The latest date for receipt of applications and payments is 28 September 2018.***

All applicants should complete an application form and return it (with payment if possible) to:
GEM Office, 54 Balmoral Road, Gillingham, Kent, ME7 4PG. +44 (0) 1634 853424. office@gem.org.uk.

## A. Applicant’s Details

|  |  |  |  |
| --- | --- | --- | --- |
| Forename: |   | Surname: |   |
| GEM Mem No: |   |
| Job title: |   |
| Organisation: |   |
| Address1: |   |
| Address2: |   |
| Postcode: |   | Tel: |   |
| Email: |   |
| Special requirements:  |    |

All correspondence will be sent by email, so please ensure you have provided your email address clearly above.

## B. Payment Details

 [ ]  I enclose a cheque (in Pounds Sterling made payable to *GEM*) for £650

 [ ]  I am sending payment of £650 directly into GEM’s CAF Bank account:

 Sort code: 405240; Account number: 00018119. *(If overseas, please contact the GEM office.)*

 [ ]  Please invoice me (or authorised payer) for £650
An official purchase order must be attached. No:

 [ ]  I would like to make the payment of £650 by card

 *You can provide your card details over the phone or fill in your details below.*

Card no:

 Expiry date:

Security no:

*Refunds for cancellations, which cannot be accepted after 28 September 2018, are subject to a £15 admin charge.*

## C. Details of Application

|  |
| --- |
| Outline your career to date (in no more than 200 words) highlighting your heritage learning and any related career experience. In addition, you may attach a CV (no more than two sides of A4). |
|  |
| What does your current paid or unpaid role involve? (100 words max) |
|   |
| What are you hoping to gain from attending this course? (250 words max) |
|   |
| In what ways will your organisation benefit from your participation in this course? (200 words max) |
|   |
| Name and address of employer or volunteer organisation |
|      |

## D. Manager’s (employer or volunteer) supportive statement

|  |
| --- |
| I support the applicant named in Section A and agree that I will:1. give the applicant time off to attend the course on 4-5 October, 8-9 November, 6-7 December 2018 in London;
2. allow the applicant’s mentor to visit and observe the applicant in their work place on agreed dates; and
3. allow the applicant to undertake a work-based assignment, agreed with the course director, over the period October 2018 to January 2019.
 |
| Manager’s name: |   |
| Job title: |   |
| Organisation: |   |
| Manager’s signature: |    |

## E. Personal Statement

GEM stores personal details securely and will never share your information with a third party.

|  |  |  |
| --- | --- | --- |
| I give consent for GEM to: |[ ]  Share my email address with my fellow course participants to create a peer support network. |  |
|  |  |  |  |

I am a personal member of GEM and agree to maintain my membership throughout the period between application and completion of the Foundation course.

I agree to attend all six course dates, work with my assigned mentor to successfully complete a work-based assignment and adhere to all the other requirements of this course. I understand that, in order for the course to be fully delivered, my contact details will be shared with the course director.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |     | Date: |    |