

**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](mailto: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: |  |