

RENAISSANCE SOUTH EAST

Sharing Skills

Staff Placement Scheme 2008-09

Application Form

1 Name of your organisation:

2 Address of your organisation:

3 Your name:

4 Your position or role (*please indicate if you are a volunteer*):

5 Contact details

Telephone:

Email:

6 Name of host venue:

7 Your chosen project description (*as in the brochure*):

8 How many days do you want the placement to last and over what period of time?

(Typically 1-5 days, but could be longer. Days can be consecutive or spread out over a maximum six month period, depending on the host venue.)

9 Please indicate when you would like this placement to take place

(eg: anytime, autumn, during school holidays, etc):

(Answers to questions 10, 11 and 12 may be continued on a separate sheet if necessary.)

10 Breakdown of costs *(please provide description and amount, referring to the brochure):*

Travel	Subsistence
Accommodation	If essential - staff cover to backfill your post
VAT (if applicable)	TOTAL:

11 Please explain how this placement relates to your work and will benefit you.

12 How will your organisation benefit from this placement?

Line Manager's approval

I *(name of line manager)*

give my full support to *(applicant's name)*

to participate in this placement scheme.

The placement will be taken within normal working hours and is not expected to be taken as part of annual leave.

Signature of Line Manager

Position

Date

Telephone

Email

Signature of applicant

Date

Please return your application form to: Sharing Skills Staff Placement Scheme, MLA South East, 15 City Business Centre, Hyde Street, Winchester SO23 7TA

Email: sharingskills@museumse.org.uk

For guidance on completion of this application form please refer to the brochure or go to www.museumse.org.uk