# APPLICATION FORM

Thank you for your interest in applying for a student placement in the British Museum’s Conservation Section.

Please take time to complete the following application form carefully.

You will also be required to supply:

* Your current curriculum vitae (CV), outlining your practical experience in the field for which you are applying.
* A letter of recommendation from your course leader / employer.

If applying from outside the UK, please include a copy of your course curriculum, a copy of a student visa, or details of any applications to supporting bodies (such as the Erasmus scheme, or other trust or benefactor).

Once complete, please submit these documents to:

Placement Co-Ordinator

Conservation Section, Department of Collection Care

[conservation@britishmuseum.org](mailto:conservation@britishmuseum.org)

The British Museum

Great Russell Street

London WC1B 3DG

Please also note the following:

* The British Museum is unable to provide any financial or other material support to student placements. The Museum is therefore not able to provide support funding or finding travel, visas, accommodation, or day-to-day living costs.
* In order to maximise the value of any placement to the student, the expectation is that placements will make themselves available for 40 hours a week, Monday to Friday, for the duration of any agreed placement period and unless explicitly agreed beforehand.
* While applications from non-UK students continue to be welcome, we ask that the evidence of funding and visa arrangements be made available at the earliest opportunity, and before any placement is finalised.
* The British Museum offers student placements on a discretionary basis and reserves the right to refuse an individual’s application, including at short notice, for any reason.

Your details

Title (Mr/Mrs etc):

Surname:

First name:

Preferred pronouns:

Telephone number (inc. international dialling code if outside the UK):

Email address:

Home address:

Term-time address:

Course details

Course title:

Qualification:

Course duration:

Name and address of institution:

Please outline course content, and materials focus or specialisms:

Expected graduation date:

Designated tutor/academic guarantor (including contact details):

Funding arrangements

Will you require a UK visa to complete your placement at the British Museum?

If so, please include details of how this will be funded (e.g. University fund, Erasmus scheme, other):

Please indicate how you intend to fund your accommodation and other expenses:

About the placement

Which conservation teams are you interested to join (max. 2)?

Ceramics, glass and cuneiform tablets

Metals

Organic materials (with a focus on wood, leather, ivory etc.)

Organic materials (with a focus on textiles and fibres)

Western prints and drawings

East Asian paintings and prints

Mounting of works of art on paper

Facsimile

Stone, wall-paintings and mosaics

Preventive conservation

Please specify your preferred placement dates:

Start date (MM/YY):

End date (MM/YY):

Are these dates flexible? If yes, please provide additional details.

Supporting Statements

Why do you want to apply for a placement with The British Museum?

(500 to 1000 words)

How will a placement benefit you and your professional development?

(300 words maximum)

References

Please provide the names and contact details of two people whom we may contact as referees to comment on your suitability for placement at The British Museum. One referee should be from your current university or place of work. The other should be a professional person but not a family member.

Referee 1:

Title:

Name:

Relationship to you:

Telephone number:

Email address:

Address:

Referee 2:

Title:

Name:

Relationship to you:

Telephone number:

Email address:

Address:

Privacy

We will process your personal data only in connection with managing your application for the Departments of Conservation and Scientific Research Placement Programme.

We will share your personal data within The British Museum for the purposes described and with any referees.

We will keep your personal data for 3 years following the completion of your placement. If your application is unsuccessful, your data will be deleted after you are notified.

You must have the consent of your referees to share their personal data with The British Museum.

Please see our [Privacy policy](http://www.britishmuseum.org/about_this_site/terms_of_use/privacy_policy.aspx) for more details about how we use your personal data and about your rights or contact the Museum’s Data Protection Officer at [info@britishmuseum.org](mailto:info@britishmuseum.org), telephone 020 7323 8000.