**GOLD MEMBERSHIP APPLICATION FORM**

This application form is to become a Gold Member of the Goldsmiths’ Centre. Gold Membership is for those working within the industry, wishing to be at the heart of our community and access the Centre’s facilities.

**The Application**

The application pack contains;

* An application form
* Professional/Business Reference form

To apply we ask that you complete this form, together with the completed Professional/Business Reference Form. Please note there is no fixed deadline, we operate a rolling application process for this programme. You will be contacted upon receipt of your application form. You are also requested to enclose your CV and images of your work with your application.

**Selection Procedure**

The application is a two stage process:

**Stage One** fill out our application form, providing the information as required. This will be reviewed against the Centre’s Selection Criteria by the Management Team. If successful you will be invited to interview.

**Stage Two** successful applicants of stage one will be invited for interview, where you will have the opportunity to talk about your work, your vision for the future, how we can help you, and how you might contribute to the Centre’s community.

Unsuccessful applicants will be notified by email at each stage and feedback will be provided if requested.

**Section 1 – Your Contact Details**

|  |  |
| --- | --- |
| Forename |       |
| Surname |       |
| Address (To which all correspondence will be sent) |       |
|  |       |
|  |       |
| City |       |
| Postcode |       |
| Telephone |       |
| Mobile |       |
| Email |       |
| Social Media Information  |  |

**Section 2 – Your Education, Training & Experience**

*Please indicate relevant qualifications training and industry experience*

|  |
| --- |
|  |

**Awards/Prizes/Exhibitions**

*Please include any relevant nominations or shortlisting if applicable. Please give names, subjects and dates.*

|  |  |  |
| --- | --- | --- |
| Date  | Awarding body/ Venue | Name of award, prizes and exhibitions |
|  |  |       |
|  |  |       |
|  |  |       |

**Professional Bodies Membership**

*Please indicate if you are a member of a relevant professional body*

|  |
| --- |
|       |
|       |
|       |
|       |
|       |

**Section 3 – Your Business**

At what stage in your career/business are you?

0 – 1 year [ ]

2 – 5 years ` [ ]

5 – 10 years [ ]

10 – 20 years [ ]

20 years + [ ]

Unemployed (within the last 12 months) [ ]

|  |  |
| --- | --- |
| Company Name |       |
| Registered Business Address |       |
|  |       |
|  |       |
| City |       |
| Postcode |       |
| Telephone |       |
| Mobile |       |
| Email |       |

|  |  |
| --- | --- |
| Company Registration Number: |       |
| Date of Incorporation: |       |
| VAT Registration Number: |       |
| What position do you hold? |       |
| No. of Directors: (please name) |       |
|  |       |
|  |       |
|  |       |

**What is your company status?** *Please tick as appropriate.*

Not a registered business [ ]

Sole Trader/Sole Proprietorship [ ]

Joint Venture [ ]

Partnership [ ]

Limited Liability Partnership [ ]

Private Limited Company [ ]

Have you or your business ever been declared bankrupt/insolvent or received County Court Judgement against you/it?

Yes [ ]

No [ ]

**Section 4 – Your Workspace Requirements**

Gold Members have access to a number of facilities within the Goldsmiths’ Centre. Please indicate from the list below the facilities you would like to access and the approximate frequency for use if your application is successful:

**Private Meeting Room**  [ ]

Weekly [ ]

Monthly [ ]

Quarterly [ ]

Annually [ ]

Never [ ]

**Hot Desk Facility**  [ ]

Weekly [ ]

Monthly [ ]

Quarterly [ ]

Annually [ ]

Never [ ]

**Work Bench Access**  [ ]

Daily [ ]

Weekly [ ]

Monthly [ ]

Quarterly [ ]

Annually [ ]

Never [ ]

**Centre Mailbox** [ ]

Yes [ ]

No [ ]

**Access to secure deposit box**  [ ]

Daily [ ]

Weekly [ ]

Monthly [ ]

Quarterly [ ]

Annually [ ]

Never [ ]

**Section 5 – About Your Business**

Please answer questions in as much detail as possible to help the Selection Committee arrive at an informed decision.

**A. Eligibility**

The Goldsmiths’ Centre has been established, in part, to support and further individuals and businesses within goldsmithing and allied trades. Please outline how you feel your business would benefit from access to The Goldsmiths’ Centre:

|  |
| --- |
|       |

**B. Area of Work, Specialism, Innovation and Craft Skills**

The Goldsmiths’ Centre maintains a balance of high quality skill-sets amongst its occupants to create a supportive community, to be held up as a model of best practice for collaborative working. How do you foresee working within this type of environment?

|  |
| --- |
|       |

**C. Additional Information**

Is there any other information you feel should be included as part of this application?

|  |
| --- |
|       |

**D. Business and Professional References**

As part of the application process we require two references from either companies or individuals from within the industry. Please supply the references as requested on the form supplied and sign the declaration at the end of the application form.

**Section 6 – Images**

We require at least five high quality images of recent, relevant work in electronic format in .jpg, .tiff or .pdf format provided on a CD, memory stick or shared via file sharing systems ( such as Dropbox or WeTransfer) with each image labelled with your business name.

**Section 7 – References**

Please follow the instructions as outlined at the front of the Professional/Business Reference Form and enclose your two references to this application form.

**Section 8 – Declaration**

I state that I have the ability to finance myself and any trading activities and am financially able to pay all associated fees.

I know of no lawful reason why I cannot operate a business in the United Kingdom and I am aware that the Goldsmiths’ Centre may check for any related entry on the Disqualified Directors Register at Companies House.

I certify that the information I have provided on this form is true and complete to the best of my knowledge and belief at this date.

|  |  |
| --- | --- |
| Signature |  |
| Position |       |
| Date |       |
|  |  |
| For Office Use Only |       |
| Date Received |       |
| Date Acknowledged |       |

**BUSINESS & PROFESSIONAL**

**REFEREES FORM**

**Information for Professional/Business Referees**

The Goldsmiths’ Centre is an independent charity which is a hub for members of the jewellery, silversmithing and allied trades, the local community and the general public – a unique space in which to work, learn and relax.

**To The Applicant**

Please send the whole of this form with a self-addressed envelope to your business/professional referee. Two references are required.

**To the Referee**

The person requesting this reference is applying for a gold membership with The Goldsmiths’ Centre. The Gold Membership provides access to facilities and a network for those working within the industry, wishing to develop creative, design-led businesses or who simply wish to drive their business forward.

We would appreciate your help in assessing the suitability of the applicant for workspace. Information supplied by referees provides an important input into the Selection Process.

When you have completed this form please return it to the applicant in the enclosed pre-addressed envelope. Alternatively you may send it direct to:

Gold Members

The Goldsmiths’ Centre

42 Britton Street

London

EC1M 5AD

Email goldmembers@goldsmiths-centre.org

**Professional/Business Reference**

**Section 1 – Applicant’s Contact Details**

|  |  |
| --- | --- |
| Forename |       |
| Surname |       |
| Business Name |       |
| Business Address |       |
|  |       |
|  |       |
| City |       |
| Postcode |       |
| Date |       |

**Section 2 – Referee’s Contact Details**

|  |  |
| --- | --- |
| Name of Referee |       |
|  |       |
| Organisation |       |
|  |       |
| Position |       |

**Section 3 – Additional Information**

Describe the capacity in which you know the applicant

|  |  |  |
| --- | --- | --- |
|      How long have you known the applicant?

|  |  |
| --- | --- |
| Total number of years |       |

 |

How long have you known the applicant?

|  |  |
| --- | --- |
| Total number of years |       |

When did you last have regular contact with the applicant?

|  |  |
| --- | --- |
| Number of years |       |

If you worked with the applicant:

Is the applicant still with your organisation?

Yes [ ]

No [ ]

If not, when did he/she leave?

|  |  |
| --- | --- |
| Date |       |

If you dealt with the applicant in a business capacity:

Is the applicant prompt at settling bills?

Yes [ ]

No [ ]

Is the applicant trustworthy?

Yes [ ]

No [ ]

Please rank the applicant on the following scales where 1 is below average and 5 is above average and N is ‘not known’.

 1 2 3 4 5 N

Integrity [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Reliability [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Perseverance [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Stability [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Verbal communication [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Ability to work with others [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Overall assessment [ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Please comment on the rankings which you have given and on any other factors which you believe should be drawn to the attention of the Selection Committee in assessing the suitability of this applicant for our workshop space.

|  |  |
| --- | --- |
| Signed |       |
| Dated |       |

Thank you for giving your time to complete this Professional/Business Reference.

Your help in dealing with this reference promptly will be greatly appreciated.
We will not normally invite the applicant to interview until we have received this reference form.

**Section 9 – Application Submission**

Please email your completed application form to:

goldmembers@goldsmiths-centre.org

Alternatively please post to:

Gold Members

The Goldsmiths’ Centre

42 Britton Street

London

EC1M 5AD

Please include a SAE if you wish your images to be returned. If you have any questions please email goldmembers@goldsmiths-centre.org