****

**Application for the post of**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Notes: Please read carefully

1. Where there is insufficient space, please continue on a separate sheet, adding any information you feel might be helpful. **Please do not enclose a CV.**
2. Please add a brief letter stating why you are applying for this post and why you think you would do the

job well.

1. Return the application as soon as possible marked ‘Confidential’ to **Mr A Green, Director,** **The Salisbury Museum, The King’s House, 65 The Close, Salisbury, Wiltshire SP1 2EN** or email it to**adriangreen@salisburymuseum.org.uk**
2. Please complete and return with your application an **Equal Opportunities Monitoring Form**

# PERSONAL DETAILS

**Name:** ………………………………………………………………………………………..

**Address:** ………………………………………………………………………………………..

 ………………………………………………………………………………………..

**Tel. No. (day)** ………………………………………… **(evening)** …………………………….

**Email Address:**…………………………………………………………………………………….

Do you have permission to work in the UK? **YES/NO**

If NO please give details: ……………………………………………….

Have you a car? **YES/NO** Have you a full driving licence? **YES/NO**

When would you be free to commence this employment? ……………………………………………….

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Education since age 11** | **From** | **To** | **Examinations and results/grades** |
|  |  |  |  |
| **Further formal training** | **From** | **To** | **Qualifications etc** |
|  |  |  |  |
| **Job-related training courses** | **Date** | **Subject** |
|  |  |  |

Please indicate any other relevant skills or experience:

………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………..

Please indicate your outside interests, hobbies etc:

………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………..

# ………………………………………………………………………………………………………………..

# SUPPLEMENTARY INFORMATION

Please set out below any further information to support your application, e.g. why you were attracted to the post, past achievements, future aspirations, personal strengths etc. Continue on a separate sheet, if necessary.

……………………………………………………………………………………………………………….

……………………………………………………………………………………………………………….

**EMPLOYMENT DETAILS**

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of employer** | **Dates** | **Position held/main duties** | **Reason for leaving** |
|  |  |  |  |

# PRESENT OR LAST EMPLOYER

Are you currently employed? **YES/NO**

Name of present or last employer …………………………………………………………………………...

Address ……………………………………………………………………………………………………...

. …………………………………………………………… Tel. No…………….………………………….

Nature of business …………………………………………………………………………………………...

Job title and a brief description of your duties ………………………………………………………………

………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………..

Length of Service: From ……………………………….. To …………………………………………

**REFERENCES**

Please state names and addresses of at least two persons to whom reference may be made. One should be your present employer or a previous employer if not currently employed. At least one should be able to comment on your aptitude for this post. Please indicate any you would prefer not to be contacted before interview.

1 Name: …………………………………………………….

Position: …………………………………………………….

Address: …………………………………………………….

 …………………………………………………….

Tel. no.:…………………………… email: ………………………………………..

Capacity in which you know the above: …………………………………………..

2 Name: …………………………………………………….

Position: …………………………………………………….

Address: …………………………………………………….

 …………………………………………………….

Tel no.:…………………………… email: ………………………………………

Capacity in which you know the above: …………………………………………..

Any time when not available for interview? ………………………………………..

Are you, to your knowledge, related to any Board member or senior officer of The Salisbury Museum?

Give details if so:

……………………………………………………………………………………….

**CAUTIONS AND CONVICTIONS**

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

*Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?*

**YES/NO**

*If yes please give details on a separate sheet.*

### DECLARATION

I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. Any offer of employment is subject to receipt of satisfactory completion of recruitment checks applicable to the post.

**Signature of applicant:** ……………………………………………. **Date:** …………………………

**DATA PROTECTION**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected against other information held by us or with third parties. We may also use, or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.