**APPLICATION FORM**

**Application Form Guidance Notes:** Please read carefully.

**Personal details:** You must complete this section in full. It can be detached from the main body of the application for the anonymous shortlisting of applications. Please ensure that you read the declaration carefully and sign and date the form. If you are submitting your application via e-mail, please type your name and the date. This together with your accompanying e-mail will be deemed to form an electronic signature. If you are invited to interview you may be asked to sign a paper copy of your application.

**Other Information:** We are unable to accept applications from individuals who do not have the right to work in the UK. If you hold a valid work permit or visa you will be asked to produce your passport and visa on or before the first day of employment. In line with the Rehabilitation of Offenders Act 1974 spent convictions need not be disclosed, however current convictions may be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. It can be detached from the main body of the application for the anonymous shortlisting of applications.

The Foundling Museum appoints on merit and endeavours to recruit from all sections of the community. In order that we reach a wide cross section of candidates and attract those that are the most suitable, it is helpful for us to know how you heard of the vacancy. If you responded to an advertisement please specify the publication or media.

**Use of Data and Data Protection Statement:** The Foundling Museum will use the information provided by you on this form, and by the referees you have noted, to process your application for employment. We will treat all personal information with the utmost confidentiality and in line with current data protection legislation. In line with our data policies this application form and all its information will be stored securely and only used to contact you should you be called to interview. If you are not successful, this application form and all its information will be securely and promptly deleted and will not be shared. It can be detached from the main body of the application for the anonymous shortlisting of applications.

**Why are you applying for this position?** This section is very important as it allows you the opportunity to explain why you wish to apply for the position and why you feel you are a suitable applicant. Please explain in what ways your skills, knowledge and experience match the requirements specified in the advertisement and/or the job description, and give details of any relevant interests or activities you feel would further support your application. We will normally be looking for specific examples where you demonstrated that you used the skill or have the knowledge and experience, and evidence of success in your answers.

**Employment History, Volunteering & Lived Experience:** Please provide details of your previous roles and employers, in this section you will need to provide the name of a referee and full contact details for your last 2 employers (if you have worked before).

**Education, CPD, Lived Experience, Professional development:** We value lived experience and actively encourage you to show what personal development and activities you have undertaken which you believe are relevant to your application. If you are currently studying or have recently left education we may seek an academic reference. Please ensure you provide the name and full contact details of a tutor or lecturer who would be willing to provide such a reference. Please provide full details of all formal qualifications you have received and any for which you are studying. If you are a member of any professional bodies please provide details in the relevant section. You may be required to provide originals of your certificates relating to academic or professional qualifications. Please add details of any Continuous Professional Development (CPD).

**Personal Details**

Your personal details are not used for shortlisting. This page is removed before your application form is sent to the shortlisting panel.

|  |
| --- |
| **Position applied for**  Communications and Groups Coordinator |
| **First name(s)** Click or tap here to enter text. |
| **Surname** Click or tap here to enter text. |
| **Full Address** Click or tap here to enter text. |
| **Postcode** Click or tap here to enter text. |
| **Phone number** Click or tap here to enter text. |
| **E mail address** Click or tap here to enter text. |
| **Access Requirements:** Please advise us below of any access requirements you may have so that we can ensure that our interview process is fully accessible Click or tap here to enter text. |

**Other Information**

**References**

Please give the names and addresses of two people who can provide a professional assessment of your suitability for the position. Neither referee should be related to you. One referee should be your most recent employer.

|  |  |  |
| --- | --- | --- |
| **Name and job title** | **Contact** | **Your relationship to referee** |
| Click or tap here to enter text. | Address | Click or tap here to enter text. |
| Email |
| Telephone |
| Click or tap here to enter text. | Address | Click or tap here to enter text. |
| Email |
| Telephone |

By providing this information, you are giving consent for the Foundling Museum to contact your referees if you are offered the job. Do you also consent to allowing the Foundling Museum contact these referees before your interview, if necessary?

[ ]  Yes [ ]  No

**Right to Work**

Do you have the right to work in the UK? (you will be expected to provide proofs at a later stage)

[ ]  Yes [ ]  No

Do you have a work permit to do so (you will be expected to provide proofs at a later stage)

[ ]  Yes [ ]  No

If **Yes**, please explain and enter the permit number and expiry date: Click or tap here to enter text.

**Disclosure & Barring checks (DBS)**

Your role may require you to undergo a DBS check do you have a current DBS certificate?

[ ]  Yes [ ]  No

If **Yes**, please provide number, date issued and issuing body: Click or tap here to enter text.

**How did you hear of this vacancy?**

Please give details: Click or tap here to enter text.

**Use of Data and Data Protection Statement**

The Foundling Museum will use the information provided by you on this form, and by the referees you have noted, to process your application for employment. We will treat all personal information with the utmost confidentiality and in line with current data protection legislation. The information will be subsequently used for the administration of your employment should you be successful in your application and in relation to any legal challenge which may be made regarding our recruitment practices.

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, records of any security checks and references. If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from the closure of the campaign.

By signing this application form you:

· Authorise the Foundling Museum to contact previous employers or education(s) establishments mentioned to obtain references to support this application once an offer has been made and accepted.

· Confirm that the above information is complete and correct and that any untrue or misleading information will give the Foundling Museum the right to terminate any employment offered.

· Understand that any offer of employment is subject to the Foundling Museum being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, criminal convictions and probationary period.

· Authorise the Foundling Museum to retain this information as outlined above.

|  |
| --- |
| **Signature** Click or tap here to enter text. |
| **Date** Click or tap here to enter text. |
| **Names** Click or tap here to enter text. |

**Why are you applying for this role?**

This part of the form is used for shortlisting. Use the Job description and person specification to help you show how your skills and experience match our role needs.

|  |
| --- |
| **Please briefly explain why you have applied for the position.** Click or tap here to enter text. |
| **Please tell us how your skills, knowledge and experience (lived or work) match the role requirements and give details of any relevant interests or activities you feel would further support your application**. Click or tap here to enter text. |
| **Please outline any other information you feel is relevant to your application.**  Click or tap here to enter text. |

**Employment History, Volunteering & Lived Experience**

**Employment**

Please give details of your employment history, beginning with your most recent position first (add in additional tables as needed)

|  |  |
| --- | --- |
| **1** | **Previous Job (Most Recent)** |
| **Job title** | **Years** | **Employer** |
| Click or tap here to enter text. | Year | **to** | Year | Click or tap here to enter text. |
|  |
| **Full or Part time** | **Salary** | **Reason for leaving** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |
| **Duties**Click or tap here to enter text. |
| **2** | **Previous Job** |
| **Job title** | **Years** | **Employer** |
| Click or tap here to enter text. | Year | **to** | Year | Click or tap here to enter text. |
|  |
| **Full or Part time** | **Salary** | **Reason for leaving** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |
| **Duties**Click or tap here to enter text. |
| **3** | **Previous Job** |
| **Job title** | **Years** | **Employer** |
| Click or tap here to enter text. | Year | **to** | Year | Click or tap here to enter text. |
|  |
| **Full or Part time** | **Salary** | **Reason for leaving** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |
| **Duties**Click or tap here to enter text. |

**Volunteering**

Please enter details of any unpaid work experience or volunteering

|  |
| --- |
| **Unpaid work experience, volunteering etc...** |
| Click or tap here to enter text. |

**Lived Experience**

Not all skills are gained from work, please enter any other type of experience you consider important for your application

|  |
| --- |
|  **Lived experience**  |
| Click or tap here to enter text. |

**Education, Training & Continuous Professional Development (CPD)**

**Education**

Please add your Academic qualifications (including non-UK equivalents)

|  |  |  |
| --- | --- | --- |
| **Place of study** | **Years** | **Qualification** |
| Click or tap here to enter text. | Year | **to** | Year | Click or tap here to enter text. |
| Click or tap here to enter text. | Year | **to** | Year | Click or tap here to enter text. |
| Click or tap here to enter text. | Year | **to** | Year | Click or tap here to enter text. |
| Click or tap here to enter text. | Year | **to** | Year | Click or tap here to enter text. |

**Training & CPD**

Please outline any other relevant Training, Continuous Professional Development, or Personal Development activities undertaken.

|  |  |  |
| --- | --- | --- |
| **Awarding body** | **Year** | **Qualification or Training** |
| Click or tap here to enter text. | Year | Click or tap here to enter text. |
| Click or tap here to enter text. | Year | Click or tap here to enter text. |
| Click or tap here to enter text. | Year | Click or tap here to enter text. |

**Official use only**

**Job role :**  Click or tap here to enter text.

**Application number :** Click or tap here to enter text.