



# Application Form

## CONFIDENTIAL

If you require this document in an alternative format please contact [admin@elymuseum.org.uk](mailto:admin@elymuseum.org.uk) or 01353 666655.

**Post applied for:**

### 1. Personal & Contact Details

Surname:

First Name:

Preferred title: (e.g. Miss, Mr, Mrs, Ms, Mx, Dr...)

Address:

Postcode:

Email address: (can we email correspondence?) Yes  No

Mobile telephone number:

Home telephone number:

### 2. General

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes  No

If Yes, please provide details

Do you require a work permit prior to taking up employment? Yes  No

### 3. Safeguarding Children & Adults at Risk

Do you have any unspent convictions? Yes  No

Do you have any spent convictions? Yes  No

(Please note that details of spent convictions only need to be completed if the role requires a Criminal Records Check).

Any details of spent or unspent convictions should be submitted with your application in a sealed envelope marked PRIVATE & CONFIDENTIAL.

Have you ever been the subject of a child, young person or adult at risk protection concern, allegation or investigation, even if no further action was taken? Yes  No

If Yes, please give details

#### 4. Employment History

Current/ most recent employer

Employer Name:

Address:

Postcode:

Job Title:

Date started:

Date left (if applicable):

Reason for leaving:

Notice period:

Briefly outline your current/most recent responsibilities and key achievements:

Previous employment – please give details of all jobs held, including part-time and unpaid work, starting with the most recent first and explain any gaps in your employment history.

Employer name & address	Job Title & brief outline of duties & key achievements	Date position held from/to (month/year)	Reason for leaving

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## 5. Education, Technical and Professional Qualifications

Name of schools, colleges and universities attended	Dates from/ to	Certificates, diplomas, degrees or other qualifications obtained or expected (please include results/ grades)

## 6. Membership of professional bodies and status of membership

Membership Type	Dates from	Date to	Brief Description of Membership

## 7. Personal Development

Please include any training courses, learning, voluntary work or responsibilities you consider relevant (with dates):

## 8. Further Information

Please provide some specific examples which demonstrate your relevant skills, knowledge and experience in relation to the job you are applying for. Please refer to the criteria listed in the **Job Description** and **Person Specification** when choosing suitable examples. You may continue on a separate sheet if necessary.

## 9. References

Please indicate two people who can provide references – one of whom should be your current/ most recent employer. Please note – we do not accept personal references. School or college leavers may list a teacher or tutor as one referee.

Name:

Name:

Occupation:

Occupation:

Company Name:

Company Name:

Address:

Address:

Postcode:

Postcode:

Tel. No:

Tel. No:

Email:

Email:

I give  / do not give  permission to take up my references prior to an offer of employment being made

I give  / do not give  permission to take up my references prior to an offer of employment being made

## 10. Data Protection Statement

The information that you provide on this form (and that obtained from other relevant sources) will be used to process your application for employment with Ely Museum. The information that you give us will be used confidentially to help us monitor our recruitment process.

If you are successful in your application and take up employment with us, the information will be used in the administration of your employment. We may check the information collected and may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

In submitting your application form, you agree to the processing of your sensitive personal data, in accordance with the General Data Protection Regulation (GDPR).

## 11. Declaration

I declare that the information I have given in this application is accurate and true.

Please state below whether you are related to, or have a close relationship with, any Trustee or employee of Ely Museum.

Name:

Position:

Signature:

Date:

## Please return your completed application to:

Elie Hughes, Curator, Ely Museum, The Old Gaol, Market Street, Ely, CB7 4LS in an envelope marked CONFIDENTIAL or by email to [curator@elymuseum.org.uk](mailto:curator@elymuseum.org.uk) with 'Confidential' in the subject line.

## Equal Opportunities Monitoring Form (Confidential)

Ely Museum would encourage all of our applicants to complete the equal opportunities monitoring form with their application. The monitoring information which we collect will enable us to ensure that our recruitment procedures are as fair and accessible as possible.

If you are concerned about how your data will be stored, accessed or shared, be reassured that it will be kept confidential at all times and in accordance with the General Data Protection Regulation (GDPR).

Completing equality monitoring form is not compulsory however, we would encourage you to complete it. Although you are not obliged to answer every question, by doing so, it helps to ensure that best practice and equal opportunities are upheld and allows for any barriers to diversity to be highlighted.

We are committed to equality of opportunity in employment and aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

**This section of the application will be detached and will be used solely for monitoring purposes.**

**Post applied for:**

**Surname:**

**First name(s):**

**Preferred title:**

(e.g. Miss, Mr, Mrs, Ms, Mx, Dr...)

**Personal pronouns:**

**Date of Birth:**

**Please describe your gender:**

**Do you consider yourself to have a disability:**

Yes

No

Prefer not to say

**Please state any arrangements you would like us to make to assist you if you are called for interview:**

The Equality Act 2010 defines disability as "A physical or mental impairment which has a substantial and long-term negative effect on the person's ability to carry out normal day-to-day activities"

**Ethnic Origin (please tick the box that is most applicable to you):**

**White:**

British

English

Irish

Northern Irish

Scottish

Welsh

Gypsy or Irish Traveller

Any other white background

**Mixed/ Multiple Ethnic Background:**

White and Black Caribbean

White and Black African

White and Asian

Any other mixed/ multiple ethnic background

**Other Ethnic Group:**

Arab

Other Ethnic Group

**Asian or Asian British:**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian/ Asian British background

**Black/ African/ Caribbean or Black British:**

Caribbean

African

Any other Black/ African/ Caribbean or Black British background

Prefer not to say