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JOB APPLICATION FORM

Please read the accompanying Guidance Notes before completing this form.

1. **POSITION APPLIED FOR**

**JOB TITLE:**

**DEPARTMENT/SITE:**

**2. PERSONAL DETAILS (PLEASE USE BLOCK CAPITALS)**

**SURNAME: …………………………………………………….. FIRST NAME: ……………………………………………………..**

**TITLE (Mr Mrs Miss Ms Dr etc): ……………………………………………..**

**ADDRESS.......................................................................................................................................................**

**......................................................................................................................................................................**

**..................................................................................................... POSTCODE ............................................**

**Home Telephone No.: …………………………………………………………………………………..……………..**

**Mobile Telephone No.: ……………………………………………………………………………………………….**

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

**Do you need a work permit to be employed in the UK? YES / NO**

*If you are not a British Passport holder, or you do not have the permanent right to remain in the UK, you will require a work Permit.*

**If you already have a work permit, when does this expire? ………………………………………..**

**Do you hold a current valid UK driving Licence? YES / NO**

**Do you have access to your own transport? YES / NO**

**What is the notice period required by your current employer? ………………………………….**

**3a. EDUCATION AND QUALIFICATIONS**

Please start with the most recent first.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of school/college/university** | **Date** | **Subject** | **Level/Type** **(eg. GCSE)** | **Grade** |
|  |  |  |  |  |

**3b. TRAINING**

Please detail any further relevant training undertaken in the last 5 years.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Course** | **Date** | **Name of school/college/ university/institute** | **Qualifications/Skills** |
|  |  |  |  |

*Continue on a separate sheet if necessary, stating your full name and position applied for.*

**4. EMPLOYMENT HISTORY**

Please start with your current or most recent employment. If you wish to expand on specific areas you may do in Section 5 – Experience/Skills.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name, address & nature of business of employer** | **From/To****Month/Year** | **Job Title & brief summary of duties** | **Reason for leaving** |
|  |  |  |  |

*Continue on a separate sheet if necessary, stating your full name and position applied for.*

**5. EXPERIENCE/SKILLS**

This section is for you to give additional information in support of your application. After reading the job description/person specification carefully, consider to what extent you have gained the skills and experience necessary for the post, and where possible give examples. You may include voluntary work, education and special interests.

|  |
| --- |
|  |
|  |

*Continue on a separate sheet if necessary, stating your full name and position applied for.*

**6. CRIMINAL RECORD DISCLOSURE**

|  |
| --- |
| **Do you have any criminal convictions? YES / NO**If Yes please give details below, this should exclude any spent convictions under section 4(2) of the Rehabilitation of Offenders Act 1974............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................. |

**7. REFERENCES**

|  |
| --- |
| Please provide details of two referees. One must be your current or most recent employer. If you are currently (or have recently been) a student, one referee should be your tutor/teacher or supervisor. References will only be taken up for successful applicants. Testimonials or references from friends and/or relatives are not acceptable.  |
| **Referee 1 :** | **Referee 2 :** |
| **Name:** | **Name:** |
| **Job Title:** | **Job Title:** |
| **Organisation:** | **Organisation:** |
| **Address(inc Postcode):** | **Address(inc Postcode):** |
|  |  |
| **Tel No:** | **Tel No:** |
| **Email Address:** | **Email Address:** |
| **In what capacity do you know this person?** | **In what capacity do you know this person?** |

**8. RELATIONSHIP TO MEMBER OF MUSEUM STAFF**

|  |
| --- |
| If you are related to a member of existing Museum staff please provide details below: **Employee’s Name: ……………………………………………………………………………………………………………………****Relationship: …………………………………………………………………………………………………………………………..** |

**9. DECLARATION/SIGNATURE**

|  |
| --- |
| **I certify that the information supplied in this application is accurate to the best of my knowledge.****Signature of Applicant: ……………………………………………………………………………………………………………..** **Name of Applicant: …………………………………………………………………………………………………………………..****Date: ………………………………………………………………………………………………………………………………………..**By signing and returning this application form you consent to Ironbridge Gorge Museums Trust using and keeping information about you, provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and may include details relating to ethnic minority and/or disability which will be used for internal monitoring purposes only and not disclosed to any third party. Thank you for completing the job application form. Your application should be returned to: **Roger Clark, HR Officer, The Ironbridge Gorge Museum Trust, Coalbrookdale, Telford, TF8 7DQ, or recruitment@ironbridge.org.uk.**Please be advised that due to high volumes of applications, it may not be possible to contact all unsuccessful candidates following the application stage.  |

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**Diversity, Equality and Inclusion Form**

The Ironbridge Gorge Museum Trust (IGMT) is committed to promoting fairness and eliminating discrimination from recruitment and selection practices. We will ensure that no job applicant or employee received less favourable treatment either directly or indirectly, on the grounds of gender, sexual orientation, marital or civil partner status, is pregnant or has maternal/paternal responsibilities, gender reassignment, race, colour, nationality, ethnic or national origin, socio-economic background, religion or belief, disability or age.

This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce diversity and equality. To monitor and audit the effective delivery of this commitment IGMT asks that all applicants provide the information requested in this monitoring form. These details will only be used for this purpose, will form no part of the selection process and will be treated in strict confidence.

If you do not feel able to give some of these details we still need you to complete this form, but please state that you **prefer not to say** in the relevant box.

This form will be detached from your Application Form prior to selection and held in Human Resources to enable us to develop appropriate policies and procedures in respect of diversity and equal opportunities.

As part of our funding agreement with the Arts Council England (ACE), we are required to collate and monitor diversity data on an annual basis and **provide an anonymous overview** to ACE.

|  |  |
| --- | --- |
| **Position applied for:**  |  |
| **Site:** |  |
| **Date:** |  |

**Where did you learn of this post?**

IGMT Website: ❑ Internal Vacancy Bulletin: ❑

Newspaper ❑ Other Website ❑

Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other ❑

Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Age:**

0-19 ❑ 50-64 ❑

20-34 ❑ 65+ ❑

35-49 ❑ Prefer not to say: ❑

**GENDER IDENTITY**

**What is your gender?**

(If you are undergoing gender reassignment, please use the gender identity you intend to acquire.)

Female (including trans women) ❑

Male (including trans men) ❑

Non-Binary ❑

Prefer not to say ❑

I use another term \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is your gender identity different to that which it was assumed to be at birth?**

Yes, it is different from my gender at birth ❑

No, it is the same as my gender at birth ❑

Prefer not to say ❑

**Please indicate your sexuality, or tick ‘prefer not to say’ if you do not wish to:**

Bisexual ❑

Gay Man ❑

Gay Woman / Lesbian ❑

Heterosexual / Straight ❑

Queer (or none of the above) ❑

Prefer not to say ❑

I use another term \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOCIO-ECONOMIC BACKGROUND MONITORING**

Thinking back to when you were aged about 14, which best describes the sort of work the main/highest income earner in your household did in their main job?

**Modern Professional Occupations**  ❑

E.g. teacher/lecturer, nurse, physiotherapist, social worker, welfare officer, actor, artist, musician, police officer (sergeant or above), software designer

**Clerical & Intermediate Occupations** ❑

E.g. Secretary, personal assistant, clerical worker, office clerk, call centre agent, nursing auxiliary, nursery nurse

**Senior Managers & Administrators** ❑

Usually responsible for planning, organising and coordinating work and for finance, such as finance manager, chief executive

**Technical & Craft Occupations** ❑

E.g. motor mechanic, fitter, inspector, plumber, printer, tool maker, electrician, gardener, train driver

**Semi-Routine Manual and Service Occupations**  ❑

E.g. postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, receptionist, sales assistant

**Routine Manual and Service Occupations** ❑

E.g. HGV driver, van driver, cleaner, porter, packer, sewing machinist, messenger, labourer, waiter/waitress, bar staff

**Middle or Junior Managers** ❑

E.g. office manager, retail manager, bank manager, restaurant manager, warehouse manager, publican

**Traditional Professional Occupations**  ❑

E.g. solicitor, accountant, medical practitioner, scientist, civil/mechanical engineer

**Short Term Unemployed** ❑

E.g. claimed Jobseeker's Allowance, or earlier unemployment benefit, for a year or less

**Long Term Unemployed**  ❑

E.g. claimed Jobseeker's Allowance, or earlier unemployment benefit, for more than a year

**Retired ❑**

**Not Applicable ❑**

**Prefer not to say ❑**

**Other - Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❑**

**ETHNICITY MONITORING**

The following sets out the categories for monitoring ethnicity and are based on the Census 2011 categories. Please tick the appropriate category to best describe your ethnic group or background:

**Asian / Asian British:**

 Indian ❑

 Pakistani ❑

 Bangladeshi ❑

 Chinese ❑

 Any other Asian background ❑

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

 African ❑

 Caribbean ❑

 Any other Black / African / Caribbean background ❑

**Mixed / Multiple ethnic groups:**

 White & Black Caribbean ❑

 White & Black African ❑

 White & Asian ❑

 Any other mixed / multiple ethnic background ❑

**White:**

 English / Welsh / Scottish / Northern Irish / British ❑

 Irish ❑

 Gypsy or Irish Traveller ❑

 Any other white background ❑

**Other ethnic group:**

 Arab ❑

 Any other ethnic group ❑

**Prefer not to say:** ❑

**RELIGION OR BELIEF**

Please describe your religion or other strongly-held belief.

I would describe my religion or belief as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have no particular religion or belief ❑

 Prefer not to say ❑

**DISABILITY MONITORING**

The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.

What do we mean when we say disability?

* Do you have a physical or mental impairment?
* Is it long term (i.e. likely to last longer than 12 months or likely to reoccur)?
* Does it have an impact on your ability to do normal daily activities?

**Do you consider yourself to have a significant or long-term impairment, health condition or neurodiverse difference?**

Neurodiversity affecting communication or social preferences ❑

(e.g. Asperger’s syndrome, Autistic spectrum, AD{H}D, OCD)

Specific learning difference (e.g. dyslexia, dyspraxia, dyscalculia) ❑

Neurodiversity affecting speech and language (e.g. Tourette’s, stuttering, muteness) ❑

Illness/health condition (e.g. cancer, HIV, diabetes, chronic heart disease, epilepsy, ME) ❑

Mental ill health (e.g. bipolar, schizophrenia, depression or anxiety disorder) ❑

Physical impairment or mobility issues (use a wheelchair, use crutches, amputee) ❑

Blind or visual impairment uncorrected by glasses or contact lenses ❑

Deaf or hearing impairment uncorrected by hearing aids ❑

No known impairment, health condition or neurodiversity ❑

Other condition affecting my daily life or relationships ❑

Other (please specify) ❑

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Please detail below any accessibility requirements you may have for the selection process:

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**CARING RESPONSIBILITIES**

**Do you currently have caring responsibilities, e.g. for older relatives or children?**

Yes ❑

No ❑

Prefer not to say ❑

**Thank you for completing this form.** If you would like to discuss your response, or if you would be interested in participating further in shaping our Diversity, Equality and Inclusion work, please contact a member of the HR team.