



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.:	
Work Telephone No.:	
Email Address:	
Do you need a work permit to be employed in the UK?	YES / NO
<i>If you are not a British Passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work Permit.</i>	
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: _____ Date: _____

Name of Applicant: _____

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, Ironbridge Gorge Museum Trust, Coach Road, 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.



Equal Opportunities Monitoring 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, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity. 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.

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

Date:

Position applied for:

Site:

Where did you learn of this post?

IGMT Website

Other Website
Please specify:

Internal Vacancy
Bulletin

.....

Newspaper

Please specify:

Other
Please specify:

.....

.....

Gender

What is your gender (please tick)? (If you are undergoing gender reassignment, please use the gender identity you intend to acquire.)

Male

Female

Prefer not to say

Gender Identity

Do you identify as transgender/transsexual?

Yes

No

Prefer not to say

Ethnic Group

How would you describe your nationality and/or ethnicity (please tick)?

A White:

British - English,
Scottish or Welsh

Irish

Other White
background

B Mixed race:

White and Black
Caribbean

White and Black
African

White and Asian

Other Mixed
background

C Asian or Asian British:

Indian

Pakistani

Bangladeshi

Other Asian
background

D Black or Black British:

Caribbean

African

Other Black
background

E Chinese and other groups:

Chinese

Other ethnic group

Prefer not to say

Age

What is your age (please tick)?

16–17

18–21

22–30

31–40

41–50

51–60

61–65

66–70

71+

Prefer not to
say

Sexual Orientation

How would you describe your sexual orientation (please tick)?

Heterosexual

Bisexual

Prefer not to say

Gay man

Gay woman /
lesbian

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

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.

Do you consider that you have a disability under the Equality Act (please tick)?

Yes No

Used to have a disability but have now recovered Don't know

Prefer not to say

If you have a disability that means you may need special help in order to attend any part of the selection process, please list below.

Thank you for completing this form. Please return it with your application.

GUIDANCE NOTES FOR APPLICANTS

General:

Please complete the application form accurately, giving as much detail as possible in relation to the position you are applying for. Shortlisting will be based on the information provided and measured against the job description/person specification.

Section 1 & 2: Post Applied for & Personal Details

Please ensure you clearly state which post you are applying for, as described in the advert and on the Job Description.

Please complete the Personal Details in Block Capitals.

Section 3: Education, Qualifications & Training

3a – Please complete with details of your education (school and further education) and qualifications achieved, starting with the most recent.

3b – Please detail any other training you have undertaken, for example, in-house courses or work-related training.

Section 4: Employment History

Please detail your employment history, starting with your current or most recent employment. Please try to give a brief summary of your main duties, rather than just listing job titles. You can expand further on specific areas in Section 5 if you wish.

Section 5: Skills/Experience

Please read the job description/person specification carefully before completing this section.

It is important that you try and demonstrate, using examples, that you have the necessary skills, ability, knowledge and experience required as set out in the job description/person specification. You may include voluntary work, work experience, hobbies etc.

Section 6: Criminal Record Disclosure

Please provide details of any unspent criminal convictions. Having a criminal record will not necessarily bar you from working with us, this will depend on the nature of the position and the circumstances and background of your offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Section 7: References

Please provide details of two referees, one of which must be your current or most recent employer. If you are currently a student, or have just finished study, one referee should be your tutor/teacher. References will only be taken up if you are successful in gaining a post. References from friends and/or relatives are not acceptable.

Equal Opportunities Monitoring Form

Please complete this section in accordance with the guidance within the form.

Data Protection Act

The information or data which you have supplied on the application form will be processed and held on computer, and will also be processed and held on your personal records if you are appointed.

The data may be processed by IGMT for the purposes of equality monitoring, compiling statistics, and for the keeping of other employment records.

By signing and returning an IGMT application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

All information given will be treated as strictly confidential and will be stored securely.

Please ensure you send your application in good time, any applications received after the closing date stated on the advert will not be considered.