

St Marys Lodge, Marygate, York, YO30 7DR

**APPLICATION FORM**

*Please write in black ink or type.*

Position applying for:

Where you saw the position advertised:

**YOUR DETAILS**

Full name:

Address:

Contact telephone number:

E-mail address:

**PRESENT EMPLOYMENT**

*(or last employment if not currently employed)*

Job title:

Name and address of employer:

Date of appointment:

Present or final salary:

Date of leaving (if not currently employed):

Reason for leaving:

Period of notice required:

Please give a brief description of your main duties and responsibilities.

**PREVIOUS EMPLOYMENT**

*Please list in date order, starting with the most recent.*

Employed from (date): to (date):

Job title:

Employer:

Brief description of role and duties:

Employed from (date): to (date):

Job title:

Employer:

Brief description of role and duties:

Employed from (date): to (date):

Job title:

Employer:

Brief description of role and duties:

*Please copy and repeat the above format, or continue on a separate sheet of paper if necessary.*

**VOLUNTARY / UNPAID ACTIVITIES**

*Please list in date order, starting with the most recent.*

Time input (including dates):

Role title:

Employer:

Brief description of role and duties:

Time input (including dates):

Role title:

Employer:

Brief description of role and duties:

Time input (including dates):

Role title:

Employer:

Brief description of role and duties:

*Please copy and repeat the above format, or continue on a separate sheet of paper if necessary.*

**ACADEMIC QUALIFICATIONS**

*Please list in date order, starting with the most recent.*

Studied from (date): to (date):

Institution:

Subject:

Grade(s) achieved:

Studied from (date): to (date):

Institution:

Subject:

Grade(s) achieved:

Studied from (date): to (date):

Institution:

Subject:

Grade(s) achieved:

*Please copy and repeat the above format, or continue on a separate sheet of paper if necessary.*

**ADDITIONAL QUALIFICATIONS**

*Include any relevant professional qualifications or training you have had.*

*Please list in date order, starting with the most recent.*

Studied from (date): to (date):

Awarding body:

Subject:

Studied from (date): to (date):

Awarding body:

Subject:

Studied from (date): to (date):

Awarding body:

Subject:

*Please copy and repeat the above format, or continue on a separate sheet of paper if necessary.*

**ABILITIES, SKILLS, KNOWLEDGE AND EXPERIENCE**

*Using the Job Description provided to you, especially the essential criteria, please tell us how your skills and experience meet the job requirements (continuing on additional pages if necessary).*

**REFERENCES**

*Please provide details for two referees - not relatives - one of whom should be your present employer (or last employer if not currently employed). Referees will only be contacted once the position has been offered.*

**First Referee**

Name:

Job Title:

Address:

Telephone number:

Relationship to you:

**Second Referee**

Name:

Job Title:

Address:

Telephone number:

Relationship to you:

**DISABILITY**

*Disabled candidates will be treated fairly and on the basis of merit.*

*Please answer the following questions.*

Do you consider yourself to have a disability?

Would the provision of any aids or modifications assist you in carrying out the duties of the role?

Is there any provision you require if invited for interview?

**ADDITIONAL INFORMATION**

Do you have any personal connection to any individual associated with York Museums Trust (this includes employees, volunteers and Trustees)? *If yes, please provide details.*

Are there any restrictions on your ability to work in the UK? *If yes, please provide details.*

*Please note we are unable to obtain visas for individuals to work in the UK and you will be required to provide evidence of your eligibility to work in the UK at interview.*

**CONVICTIONS**

*Under the Rehabilitation of Offenders Act 1974 you are required to give details of any convictions which are not “spent”. In addition you are also required to disclose any cautions or binding over orders that you have received in the last 12 months. Failure to do so could result in the termination of your employment with us.*

Date:

Nature of Summons:

Court:

Sentence or Order:

**DECLARATION**

I declare that the information give in this form and in any accompanying documentation is true to the best of my knowledge and belief, and give my permission for enquiries to be made to confirm qualifications, experience, dates of employment, right to work in the UK and for the release by other people or organisations of the necessary information to verify the content. I understand that my application may be rejected and/or I may be dismissed following appointment if I have given any false or misleading information or withheld any relevant details. I understand that my appointment to this post may be subject to the receipt of two satisfactory references and to medical clearance.

I declare that the information given on this application is to the best of my knowledge true and complete.

Signed: Date:

*Please note if filling this out electronically, your name typed above will constitute a signature.*

Please send your completed form to us via email:

**recruitment@ymt.org.uk**

or post:

**Recruitment,** **York Museums Trust, Yorkshire Museum, Museum Gardens, York, YO1 7FR**

All candidate information is kept strictly confidential in accordance with the Data Protection Act and it is not passed on or used for any other purpose.

**EQUAL OPPORTUNITIES MONITORING**

**CONFIDENTIAL**

The Trust is committed to a policy of equality in employment. We have procedures designed to avoid the possibility of discrimination at each stage of the recruitment process. We wish to assure you that the information gathered on this form will help us to monitor the effectiveness of our Equality Statement and other employment policies. It will not form part of the selection procedure and all information collated is kept strictly confidential in accordance with the Data Protection Act. This information will be used for the purposes of equality monitoring only.

1. Please state the job title of the vacancy you are applying for:
2. I am - Please underline or highlight from the list below.

a female

b male

c prefer not to say

1. My marital status is - Please underline or highlight from the list below.

a civil partnership

b divorced

c married

d single

e other

f prefer not to say

1. Your age :
2. Do you consider yourself to have a long term illness, health problem or disability ?

No

Yes

 *If yes, please provide details.*

**6**. What is your religion ? Please underline or highlight from the list below.

a Buddhist

b Christian (including Church of England, Catholic, Protestant and all other Christian denominations

c Hindu

d Jewish

e Muslim

f Sikh

g No religion

h Any other religion – please specify:

1. How would you describe your ethnic origin? Please underline or highlight from the list below.

WHITE

a British

b Irish

c. Gypsy or Irish Traveller

d. Any other White background – please specify :

MIXED/MULTIPLE ETHNIC GROUPS

a Asian and White

b Black African and White

c Black Caribbean and white

d Any other mixed/multiple ethnic background – please specify:

ASIAN or ASIAN BRITISH

a Bangladeshi

b Chinese

c Indian

d Pakistani

e Any other Asian background– please specify:

BLACK/AFRICAN/CARIBBEAN/BLACK BRITISH

a African

b Caribbean

c Any other Black/African/Caribbean background -please specify:

OTHER ETHNIC GROUP

a Arab

b Any other ethnic group - please specify:

**8** Which of the following options best describes how you think of yourself ? Please choose **one** only

a Bisexual

b Gay or Lesbian

c Heterosexual or Straight

d Other

e Prefer not to say

**9**. Is there anyone who relies on you for day to day care and attention ?

 No

Yes Are they - Children

- A family member

- A partner