**APPLICATION FORM**

*Please write in black ink or type.*

Position applying for: Regional Accreditation Advisor

Where you saw the position advertised:

**YOUR DETAILS**

Full name:

Address:

Contact telephone number:

E-mail address:

**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:

Email address:

Tel:

Relationship to you:

**Second Referee**

Name:

Job Title:

Address:

Email address:

Tel:

Relationship to you:

**ADJUSTMENTS**

Please contact us if you need the application form in an alternative format or if you require any reasonable adjustments to the selection process, including the interview (for example physical access, communication support, personal support).

**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.*

When would you be available to start this role?

**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:

**ABILITIES, SKILLS, KNOWLEDGE AND EXPERIENCE**

*Please tell us how your skills and experience meet the job requirements by answering the following questions (using no more than 500 words for each question).*

1. Which parts of this role will help you develop your career and how?
2. How have you contributed towards applying for or retaining Museum Accreditation in current or previous roles?
3. How does Museum Accreditation relate to the most important issues that are faced by regional museums?
4. Please give an example of how you have acted as a consultant, mentor or coach to support the development of a colleague, department or organisation. How did your approach differ from your everyday work?
5. Please briefly tell us any other relevant information about your work or volunteering experience that makes you particularly suitable for this role (based on the information in the Job Description).

**DATA PROTECTION**

Please see [Applicants Privacy Notice](#Privacy_Policy)

**DECLARATION**

I declare that I have read, understood and accepted York Museums Trust’s Applicants Privacy Policy.

I declare that the information given in this form and in any accompanying documentation is true and complete 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.

Signed: Date:

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

Please also complete the Equal Opportunities Monitoring pages below.

Please send your completed form to us via email at **recruitment@ymt.org.uk**

**EQUAL OPPORTUNITIES MONITORING**

**CONFIDENTIAL**

York Museums Trust is an equal opportunities employer. We have procedures designed to avoid the possibility of discrimination at each stage of the recruitment process. The information gathered on this form will help us to monitor the effectiveness of our Equality Statement and other employment policies. All information collated is kept strictly confidential in accordance with the Data Protection Act 2018. This information will be used for the purposes of equality monitoring and anonymised reporting only. Your application will not be affected by the information provided in this section and will not be seen by the selection panel. Please see [YMT Applicants Privacy Notice](#_APPLICANTS_PRIVACY_NOTICE) for further information.

1. **Please state the job title of the vacancy you are applying for:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **I am - Please choose from the list below**

Female

Male

Non-binary

Prefer not to say

1. **Is your gender identity different to the sex you were assumed to be at birth?**

Yes

No

Prefer not to say

1. **Please choose your age range:**

19 or under

20-34

35-49

50-64

65+

Prefer not to say

1. **Do you consider yourself to have a long-term health condition, impairment or disability?**

No

Yes – visual impairment/blind

 Yes – hearing impairment/deaf

 Yes – physical disabilities

 Yes – cognitive or learning disabilities

 Yes – mental health condition

 Yes – any other long-term/chronic condition

Prefer not to say

 *If yes, please provide details.*

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

|  |  |
| --- | --- |
| White British White Irish White Gypsy or Irish TravellerAny Other White backgroundMixed White and Black African Mixed White and Black Caribbean Mixed White and Asian Any other Mixed/Multiple ethnic background Asian/Asian British IndianPrefer not to say  | Asian/Asian British Indian Asian/Asian British Bangladeshi  Asian/Asian British Pakistani  Asian/Asian British ChineseAny other Asian Background Black / Black British African  Black / Black British CaribbeanAny other Black/African/Caribbean backgroundArab Any other ethnic group |

1. **Which of the following options best describes how you think of yourself?**

Bisexual

Gay Man

Gay Woman/ Lesbian

Heterosexual/ Straight



Prefer not to say

1. **Please chose the occupation of the main/highest income earner in your household when you were 14.**

Modern Professional Occupations

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

Clerical and Intermediate Occupations

*E.g. secretary, personal assistant, office clerk, call centre agent, nursery nurse*

Senior Managers and Administrators

*Usually responsible for planning, organising and co-ordinating work for finance such as finance manager, chief executive etc.*

Technical and Craft Occupations

*E.g. motor mechanic, plumber, electrician, gardener, train driver*

Semi-Routine Manual and Service Occupations

*E.g. postal worker, security guard, caretaker, catering assistant, sales assistant*

Routine Manual and Service Occupations

*E.g. HGV driver, cleaner, porter, labourer, waiter/waitress, bar staff*

Middle or Junior Manager

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

Traditional Professional Occupations

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

Short term unemployed

*Claimed Jobseeker’s Allowance or earlier unemployment benefit for a year or less*

Long term unemployed

*Claimed Jobseeker’s Allowance or earlier unemployment benefit for more than a year*

Retired

Prefer not to say

# **APPLICANTS PRIVACY NOTICE**

Welcome to York Museums Trust (YMT)’s privacy notice for job applicants. We are committed to the protection of your privacy and your rights.

As a Registered Charity, we value and respect our visitors, volunteers, donors and supporters who make our work possible, preserving the buildings and collections entrusted to us for future generations.

The aim of this document is to share how we collect, store and use the personal information you give to us when applying for a job with us. We want to ensure that you stay informed and are confident about giving us your information.

As a data controller we comply with the General Data Protection Regulation (GDPR), the Privacy and Electronic Communications (EC Directive) Regulations 2003 and other relevant legislation. We are registered with the Information Commissioner.

You can contact our Data Protection Officer via:

enquiries@ymt.org.uk

(01904) 687687

Data Protection Officer

York Museums Trust

St Mary’s Lodge

Marygate

York

YO30 7DR

**We Promise**

* To be clear about why we need to record your personal information and what we would like to use it for
* To never share or sell your personal information
* To make sure that our suppliers and partners who undertake work for York Museums Trust meet the same high standards that we hold when handling your personal information
* To ensure your personal data is up to date, safe and secure at all times
* To make it easy for you to let us know how you would like us to keep in touch

**What personal data do we collect?**

We collect data from:

* you via your application form and any supporting documents including ID documents proving your right to work in the UK;
* hard copy or email correspondence provided by you;

If you are appointed, we will collect data from

* referees via email or letter;
* you via an occupational health questionnaire
* the Disclosure and Barring Service via a DBS check (if required for the role)

We may hold and process any or all of the following personal information about you:-

* Personal details e.g. name, initials, date of birth, gender, marital status, work and private email addresses, home and contact postal address, work and private telephone numbers.
* Recruitment information including references, email addresses, work and education history, qualifications, unspent criminal convictions, data associated with additional recruitment checks or procedures obtained as part of the job application and offer process (e.g. checks via the Disclosure and Barring Service – if required for a specific post; copy of driving license – if required by the nature of the role; copy of passport or other ID, UK Visas and Immigration data to allow YMT to check the relevant Right to Work if required; pre-employment medical checks)
* Sensitive and special categories of personal data e.g. ethnicity, nationality, sexual orientation, disability, etc.

When you visit our website we collect standard technical information including the internet protocol (IP) address used to connect your device to the internet. We also collect information about your visit to the websites.

We also collect and use your personal information by using cookies on our website – please see our cookie notice (<https://www.yorkmuseumstrust.org.uk/cookies-policy/>)

**What do we do with your information?**

Processing

We use your data for a number of processes all of which are to enable YMT to discharge its responsibilities as an employer to both the individual and any statutory body as required including any governance body that the Trust comes under.

If you are required to undergo certain additional recruitment checks or procedures as part of the job application and offer process (e.g. criminal convictions checks via the Disclosure and Barring Service) the data will be held on your HR records to evidence compliance to legislation and to support any audits or investigations.

**What is the purpose and legal basis of the processing?**

Data Protection Laws require YMT to meet certain conditions before we are allowed to use your personal data.

We will use the information we collect about you because you have asked us to consider your application with the intention of entering into a contract of employment if you are appointed, or where we need to process the information to meet our legitimate interests to manage our recruitment effectively. In some instances we will ask you for specific consent to process your information. Where we ask for consent, you are able to withdraw that consent at any time.

YMT will process the personal information provided on your application and the other information referred to above to:-

* Manage your job application (s) and any subsequent offer of employment.
* To help us to provide individual support and reasonable adjustments for any disability. If you disclose a disability, the HR team will be in touch to discuss any adjustments you may need. The recruiting manager will not be automatically informed that you have disclosed a disability only on the Equal Opportunities Monitoring section (at the end of the Application form).

We may also use or disclose the information provided for the following statutory or public interest purposes:

* To prevent or detect fraud.
* To provide statutory returns required by applicable legislation.
* To support internal and external audits.
* To respond to Freedom of Information requests using anonymised data.
* For Equal Opportunities monitoring. YMT is committed to the principles of equality of opportunity for all, of fairness and of inclusion. We work to meet our statutory obligations with specific reference to the Equality Act 2010. To ensure that we are able to meet this commitment we collect the personal equality characteristics of applicants and employees. We use this data for a number of reasons including monitoring the effectiveness of our policies and procedures, statutory reporting or in response to formal Freedom of Information requests as anonymised data, to provide individual support and workplace adjustments, and to contact target groups about equality characteristic specific consultations, services and positive action initiatives that may affect them.

**Who has access to your information?**

Your information will only be accessible to relevant YMT staff (i.e. recruiting managers and HR staff) who are trained to use data appropriately in order for them to carry out their roles in line with our Privacy Policy.

We will never sell your information or let other organisations use it for their own purposes.

**Who might we share it with?**

As well as circulating your application and related materials to the appropriate staff at YMT (i.e. the interview panel), we will share your personal information for the above purposes as relevant and necessary with:

* Your referees.
* Where relevant and as required to administer relevant recruitment checks and procedures, the Disclosure and Barring Service and our occupation health providers.
* Any Official Government body if required by law to provide e.g. linked to Fraud or any police/national security matter.

**Where we store your personal data**

The data that we collect from you will be usually stored inside the UK or the European Economic Area (EEA).

In the unlikely event that we need to transfer your data outside the EEA, we will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy notice. Where we do this, we will ensure that the transfer is to a country covered by a decision of the Commission of the European Union or is otherwise made in circumstances where appropriate safeguards have been put in place to protect your data in accordance with the Data Protection Laws.

**Your rights**

The accuracy of the information that we hold about you is important to us. If any of the information that we hold is inaccurate or out of date let us know using the contact details below.

You have a number of rights under the Data Protection Laws in relation to the way we process your personal data, namely:

* To access your data;
* To have your data rectified if it is inaccurate or incomplete;
* In certain circumstances, to have your data deleted or removed;
* In certain circumstances, to restrict the processing of your data;
* A right of data portability, namely to obtain and reuse your data for your own purposes across different services;
* To object to direct marketing (although we do not carry out direct marketing);
* Not to be subject to automated decision making (including profiling), where it produces a legal effect or a similarly significant effect on you (although we do not use automated decision making);
* To claim compensation for damages caused by a breach of the Data Protection Laws.

**Keeping your information safe**

The security of your information is very important to us and our networks are regularly monitored to ensure that they remain secure.

We only use and store your information for as long as it is reasonably necessary for the purposes it was collected for. The length of time YMT will keep your information will depend on the information itself, what it is being used for and our statutory legal or taxation requirements.

All our staff receive Data Protection awareness training and we have a dedicated Data Protection Officer. Refresher training is provided at regular intervals to all our teams and bespoke training is provided for staff with specific Data Protection responsibilities.

**Who can I contact?**

If any of your personal data needs changing please email recruitment@ymt.org.uk.

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please email recruitment@ymt.org.uk.

Subject Access Requests

If you would like further information on your rights or wish to exercise them in a Subject Access Request, please write to us at:

Data Protection Officer

York Museums Trust

St Mary’s Lodge

Marygate

York

YO30 7DR

**How do I complain?**

If you are not happy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner’s Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).