# APPLICATION FOR EMPLOYMENT

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| **Return this form to:-** hr@thebowesmuseum.org.uk |

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| **Post Applying for** ►  |  |
| **Where did you see the job** ► **advertised?** |  |
| **Date form completed** ► |  |

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| **Full Name** |  |
| **Address****Post code** |  |
| **Telephone No.** |  | **Mobile No** |  |
| **Email**  |  |

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| **Current Job Title** |  |
| **Current employer** |  |
| **Employers Business** |  |
| **Main Purpose of Job** |  |
| Salary► |  |
| Start Date► |  | Notice Required ► |  |

JOB APPLICATION FORM Cont.

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| **Previous Work Experience** |
| Dates | Job title/Role | Employer | Salary | Reason for leaving |
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| **Qualifications** |
| Dates | School/College/University | Subjects Studied | Grades |
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| **Referees** | **1.** | **2.** |
|  | Please tick if you do not have any objection to the Museum contacting this referee prior to interview | Please tick if you do not have any objection to the Museum contacting this referee prior to interview |
| Appointment will only be confirmed subject to satisfactory references. Please supply contact telephone numbers and email addresses where possible |

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| **Criminal Convictions** | Have you ever been convicted of a criminal offence?(declaration subject to the rehabilitation of Offenders Act 1974) | YES / NO |
| **Special Requirements** | Applicants with disabilities will be invited for interview if they meet the essential job criteria.If you are disabled, please specify any provisions we need to make to accommodate your disability. |  |

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| **Declaration** | I declare that all information given in this application form and any accompanying documents is true in all respects and that false information may render me liable for dismissal.  | SignedDate |

Application form continues on a separate sheet.

JOB APPLICATION FORM Cont.

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|  **Skills, Knowledge and Experience**Using the person specification as a guide, use the box below to outline your suitability for the post.Include how your qualifications, skills, abilities, experience and knowledge meet the requirements of the position. |

Continue on separate sheet if necessary

**Rehabilitation of Offenders**

The Bowes Museum uses the Criminal Records Bureau (CRB) Disclosure service to assess applicants’ suitability for positions where they will supervise children under the age of 19 or vulnerable adults. This post may fall into that category and therefore we will ask you about any criminal convictions that you may have. Having a criminal record will not necessarily bar you from working with us, each case will assess the needs of the individual position against the nature of the offence.

At application stage, you will be asked to declare whether you have ever been convicted of a criminal offence under the Rehabilitation of Offender Act 1974\*, if selected for interview you will be asked to detail the conviction in a separate form in order to make a decision about your suitability for the post.

\*Under the Rehabilitation of offenders Act 1974, ex-offenders have the right not to reveal spent convictions. However, the same Act makes it clear that, where the nature of the work involves contact with children or vulnerable adults, people may be asked to declare all criminal convictions including those which are spent.