**Job Application Form**

The information requested in this form is important in assessing your application. Please complete accurately and in full and submit it to Verity Elson, Director

verity@gordonrusselldesignmuseum.org or by post to Gordon Russell Design Museum,

15 Russell Square, Broadway, WR12 7AP no later than **5pm on Thursday 30 September**

This form has been created as a Microsoft Word table so please type directly into the text boxes. If you have any questions about the form or would like to request an alternative format, please contact info@gordonrusselldesignmuseum.org or telephone us on

01386 854695.

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| **Personal details** |  |
| Title: |  |
| Forenames: |  |
| Surname: |  |
| Address: |  |
| Postcode: |  |
| Telephone number: |  |
| Email address: |  |
| Where did you find out about this vacancy?: |  |
|  |  |
| **Current or most recent employment** |
| Name and address of employer: |  |
| Job title: |  |
| Start date: |  |
| End date (if applicable): |  |
| Brief description of duties: |  |
| Salary: |  |
| Line management responsibilities (if any): |  |
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| **Employment history** (most recent first and including any unpaid and voluntary work experience) |
| Start date (MM/YY): | End date (MM/YY): | Employer: | Job title: | Salary: | Reason for leaving |
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| **Education** |  |
| Start date (MM/YY): | End date (MM/YY): | Schools, colleges attended: | Qualifications gained or pending (subject and level) | Grade: |
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| **Any training relevant to your employment or experience** |
| Course title | Organising body | Duration | Date |
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| **Membership of professional organisations/bodies:** |
| Name of organisation/body: | Grade of membership | Whether by exam | Date |
|  |  |  |  |
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| **Personal statement: relevant skills, experience and other information** |
| **The information you provide in this section is important in assessing your application.** Please state your reasons for applying for the post, relating your skills, experience and personal qualities to the requirements of the job. Relevant skills and experience may come from any setting (employment, voluntary roles, home context etc).  |
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| **References** |  |
| Please give the names of two people who can provide a reference in respect of your application. Where possible, the first should be from your current employer or most recent employer. Referees will only contacted if applicants are selected for interview. If you do not want a reference to be contacted until after a provisional offer of employment is made, please indicate below. |
| **Referee A** |  |
| Name: |  |
| Position (job title/organisation) or relationship: |  |
| Email address: |  |
| Telephone number: |  |
| Contact prior to provisional offer of employment (Y/N)? |  |
| **Referee B** |  |
| Name: |  |
| Position (job title/organisation) or relationship: |  |
| Email address: |  |
| Telephone number: |  |
| Contact prior to provisional offer of employment (Y/N)? |  |
|  |  |
| **Equality Act (2020) – Disability** |
| The Gordon Russell Design Museum welcomes applications from disabled people and wishes to ensure that disabled people are not discriminated against either directly or indirectly. If you are selected for interview and consider yourself disabled, we may contact you to find out if there are any particular arrangements you may require for the interview or future employment. |
| Do you consider yourself to have any disabilities?: |  |
| Please state any arrangements you would like us to make to assist you if you are called for interview: |  |

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| **Authorisation to Work in the UK** |
| To comply with the Immigration, Asylum and Nationality Act 2006 we are required to check your eligibility to live and work in the UK. |
| Please confirm that you will be able provide this evidence of your right to work in the UK on request: |  |
| In accordance with the points-based immigration system, please confirm whether you are:  |
| A UK Citizen: |  |
| A Citizen within the Common Travel Area: |  |
| An EU/EEA/Swiss Citizen with (or eligible to apply for) Settled Status: |  |
| Have another form of working Visa issued by the Home Office and have the Right to Work in the UK: |  |
|  |  |
| **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)** |
| All applicants are required to declare any criminal conviction(s) including bindovers and cautions which are ‘unspent’ and/or any pending prosecutions. |
| Do you have any convictions, cautions, reprimands or final warnings |  |
| If you have answered yes please provide further information: |  |
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| **Declaration**  |
| The information supplied in this application form is true and accurate to the best of my knowledge. I agree that the Gordon Russell Design Museum has the right to validate any of the information provided. |
| Signed: |  |
| Date: |  |
|  |  |
| **Data Protection Notice (for information)** |
| In accordance with the Data Protection Act 2018, the information provided on this form will be used in the recruitment and selection process. It will also form part of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates the information will be destroyed three months from the end of the recruitment campaign.  |