**The West House and Heath Robinson Museum Trust**

**Employment Application Form**

Please email the completed form as an attachment to welcome@heathrobinsonmuseum.org. Please give the title of the post applied for in the subject line.

|  |  |
| --- | --- |
| Post Applied For |  |
| How did you become aware of this vacancy? (Please state eg. media/website/word of mouth) |  |
| **PERSONAL DETAILS** | |
| Full Name |  |
| Have you ever been know by any other names? If yes please give details |  |
| Address |  |
| Postcode |  |
| Email |  |
| Tel No |  |
| National Insurance No |  |
| Eligibility to work in the UK: Do you require a work permit or visa to work legally in the UK? YES ☐ NO ☐  If you are offered a job you will be required to provide proof of your identity and right to work. We shall also require an Enhanced DBS Disclosure. | |

|  |  |  |
| --- | --- | --- |
| **FULL TIME EDUCATION** | | |
| Name of school/college  or university  (please give details of all secondary, further and higher education - most recent first) | Qualifications obtained | Date obtained |
|  |  |  |
| Please give details of any academic courses you are studying at the moment | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| **PROFESSIONAL QUALIFICATIONS** | | |
| Name of Institute | Qualifications obtained | Date obtained |
|  |  |  |
| Please give details of current membership of any technical or professional bodies or offices held. State organisation, grade or membership. Entry by examination or other, and date of entry. | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| **TRAINING** | | |
| Courses attended | Training provider (this may be  an employer) | Date(s)  attended |
|  |  |  |

|  |  |
| --- | --- |
| **CURRENT OR MOST RECENT EMPLOYMENT** | |
| Employer’s organisation/business name | |
|  | |
| What type of organisation/business is this? | |
|  | |
| Employer’s business address with post code and tel no | |
|  | |
| What is/was your job title? | |
|  | |
| When did this employment begin? | |
|  | |
| If you are no longer working there, when did it end? | |
|  | |
| What are/were your main duties and responsibilities? | |
|  | |
| What is/was your salary/rate of pay? |  |
| What other benefits do/did you get? |  |
| Why do/did you want to leave your current job? | |
|  | |
| What notice do you have to give, if currently employed? |  |

|  |
| --- |
| **SKILLS AND EXPERIENCE** |
| Please state what relevant skills you have which match the requirements of the person specification and give examples of your relevant experience |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT**  It is important that ALL OF YOUR PREVIOUS EMPLOYMENT is listed here  Please continue on another sheet if you need to | | | | | |
| Dates from - to | Name of employer | Employer’s postal address | Your job title | Salary  /pay rate | Reason for leaving |
|  |  |  |  |  |  |

|  |
| --- |
| **BREAKS IN EMPLOYMENT** |
| Are there any periods since you left full-time education when you were not employed? YES ☐ NO ☐  If yes, please explain all breaks in your employment: |
| Have you ever been dismissed from any employment? YES ☐ NO ☐  Further details may be requested at interview. |

|  |
| --- |
| **FLEXIBILITY/UNSOCIAL HOURS OF WORKING** |
| West House and the Heath Robinson Museum provide leisure services, and working for us will involve evening and weekend working.  Are you happy to work in the evenings and at weekends? YES ☐ NO ☐ |
| Are there any times/days when you are unable to work? YES ☐ NO ☐ If yes, please give details |
| Are you intending to work for any other employer while working for The West House and Heath Robinson Museum Trust? YES ☐ NO ☐ |
| Are you able to travel within Harrow and London for your work? YES ☐ NO ☐ |
| Do you have the use of a car or bicycle for work purposes? (mileage allowances will be paid)  YES ☐ NO ☐ |
| Do you have a clean driving license? YES ☐ NO ☐ |

|  |
| --- |
| **ABOUT YOURSELF** |
| Do you know anyone who works or volunteers for The West House and Heath Robinson Museum Trust, or the William Heath Robinson Trust, in any capacity?  YES ☐ NO ☐ If yes, please give their full name(s) |

|  |
| --- |
| **DISABILITIES** |
| The West House and Heath Robinson Trust gives full and fair consideration to applications received from people with disabilities who possess the appropriate skills or qualifications for the post to be filled.  If you have a disability, do you require any reasonable adjustments to be made during the recruitment process, including interview?  YES ☐ NO ☐ If yes, please give details: |

|  |
| --- |
| **DATA PROTECTION** |
| The information you provide in this form and during our recruitment process will be used by The West House and Heath Robinson Museum Trust to evaluate your application for employment. It may also be used for statistical analysis.  In the event of your employment the information will also be retained and used for business purposes.  If your application is unsuccessful your data will be retained for a maximum of six months and will then be destroyed. |

|  |  |
| --- | --- |
| **REFERENCES** | |
| Please provide names of two referees, one of whom should normally be your last manager and one a previous manager. If you would like to provide additional character (personal) references you may. | |
| 1 | Normally your most recent employer:  Name of manager:  Profession/job title:  Relationship to you:  How long known to you?  Employer’s name and address:  Daytime tel no:  Email:  Can we take references at any time? YES ☐ NO ☐ |
| 2 | Name of manager:  Profession/job title:  Relationship to you:  How long known to you?  Employer’s name and address:  Daytime tel no:  Email:  Can we take references at any time? YES ☐ NO ☐  This is a personal reference YES ☐ NO ☐ |
| We will take up references before confirming an offer of employment. We will contact all employers you have worked for in the last two years for a reference.  If you have fewer than two employer referees, we will contact employers up to five years previously to gain a second reference. If you are unable to provide at least two employer references, please give details below of up to two character referees who can testify to your character. At least one referee should be a professional person. Please do not nominate close friends/family members as referees. They must have known you for at least two years. | |

|  |
| --- |
| **DISCLOSURE PROCESS** |
| We will obtain clearance from the Disclosure and Barring Service (DBS) before confirming an offer of employment with The West House and Heath Robinson Museum Trust. This clearance process will disclose any and all relevant convictions or cautions to us so that we may assess your suitability to work with vulnerable people. |

|  |
| --- |
| **CRIMINAL CONVICTIONS** |
| To apply for a job with The West House and Heath Robinson Museum Trust, you are required to disclose any unspent criminal convictions you have in line with the Rehabilitation of Offenders Act 1974. All posts also require the disclosure of all convictions, including those which are regarded as spent under the provisions of the Rehabilitation of Offenders Act (Exceptions) 1975. You must therefore disclose all convictions you have had.  Any information given about convictions will be completely confidential and having a criminal conviction will not necessarily prevent your working with us. Employment depends on the nature of the job and your offences. |
| I have spent convictions to declare. YES ☐ NO ☐  I have unspent convictions to declare. YES ☐ NO ☐  I have been cautioned or subject to a bind over order. YES ☐ NO ☐  If you have ever had any criminal convictions please provide full details, with your name, in a separate document marked CONFIDENTIAL and attach it to your email of application. |

|  |
| --- |
| **DECLARATION** |
| Please read the following declaration and confirm below:  ‘I declare that the information provided in the whole of this application is true, accurate and complete and I consent to all personal and sensitive data about me being stored and used for business purposes by The West House and Heath Robinson Museum Trust.  ‘I agree that any deliberate omission, falsification or misrepresentation in the application will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.’  Please tick this box to confirm that you agree to the declaration ☐  Please send this form to [welcome@heathrobinsonmuseum.org](mailto:welcome@heathrobninsonmuseum.org) once you have completed and also attached the Equal Opportunities Monitoring Form below. Please ensure that you have started a new page for the monitoring form, as it will not be seen by the recruiting manager. |

**EQUAL OPPORTUNITIES MONITORING FORM**

To ensure confidentiality and comply with Equal Opportunities, this section will be detached by our HR Manager, before your Application Form is passed to the recruiting manager. Please ensure that this form begins at the beginning of a page.

|  |
| --- |
| **EQUAL OPPORTUNITIES** |
| The West House and Heath Robinson Museum Trust is committed to ensuring equality of opportunity to all job applicants. All applications are valued and applicants will receive fair treatment regardless of sex, sexual orientation, disability, race, age, marital status, religion or religious belief, colour, ethnic or national origin and caring responsibilities. No applicant or employee shall be disadvantaged by selection or employment conditions and requirements which cannot be shown to be justified.  The information you provide is confidential and will be used to monitor our Equal Opportunities Policy. It forms no part of the selection process. |
| Post applied for: |
| Where did you hear about this post? |
| Are you: Male ☐ Female ☐ Married ☐ Unmarried ☐  I do not wish to disclose this ☐ |
| What is your date of birth? |
| What is your ethnic group?  **White**  ☐ British  ☐ Irish  ☐ Any other White background  **Asian**  ☐ Indian  ☐ Pakistani  ☐ Bangladeshi  ☐ Any other Asian background  **Mixed**  ☐ White and Asian  ☐ White and Black Caribbean  ☐ White and Black African  ☐ Any other mixed background  **Black**  ☐ Caribbean  ☐ African  ☐ Any other Black background  **Other Ethnic Group**  ☐ Chinese  ☐ Any other background  ☐ I do not wish to disclose this |
| What is your religion?  ☐ Christian  ☐ Sikh  ☐ Hindu  ☐ Jewish  ☐ Muslim  ☐ Buddhist  ☐ Other  ☐ I do not wish to disclose this |
| Please select the option which best describes your sexuality  ☐ Lesbian  ☐ Gay  ☐ Heterosexual  ☐ Bisexual  ☐ I do not wish to disclose this |
| **Disability Discrimination Act 1995 and 2005**  The Disability Discrimination Act protects disabled people. The Disability Discrimination Act defines disability as a physical or mental impairment with long-term, substantial effects on the ability to carry out normal day-to-day activities. This includes people with long-term health conditions. If you tell us that you have a disability we can make reasonable adjustments for your interview and your workplace.  Do you consider yourself to have a disability? YES ☐ NO ☐ I do not wish to disclose this ☐  Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories applies, please mark ‘other’.  ☐ Physical Impairment  ☐ Sensory Impairment  ☐ Mental Health Problems  ☐ Learning Disability  ☐ Learning Difficulty (eg dyslexia)  ☐ Long Standing Illness  ☐ Other |
| This form should be completed and returned as part of your application form. It will be detached and retained by Human Resources, and used to evaluate the effectiveness of our Equal Opportunities Policy. This information will not be used by managers who evaluate application forms, based on their merits, to decide whether or not they would like to take an application further. |