

Code for HR use only:

# Application Form



**Confidential**

The National Army Museum is working towards equal opportunities and welcomes applications from all sections of the community.

If you have any difficulty in completing this form please call the Human Resources Department on 020 7730 0717 or email [hr@national-army-museum.ac.uk](mailto:hr@national-army-museum.ac.uk)

<b>Post Applied for</b>	<b>Post No</b>
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## Personal Details

<b>First name</b>	<b>Surname</b>	<b>Title</b>
<b>Permanent address &amp; postcode</b>	<b>Contact number(s) &amp; convenient times for us to contact you</b>	
<b>Email</b>		

Please give details of any special arrangements or adjustments you would require to enable you to participate in our selection process effectively.

**National Insurance Number:** \_\_\_\_\_

If you are not a British passport holder or a European Citizen, or you do not have a permanent right to remain in the UK, you will require a work permit.

**Do you need a work permit?** Yes  No   
If you already have a work permit, when does this expire? Date of expiry: \_\_\_\_\_

## Education and Professional Qualifications

<b>School, college, university etc</b>	<b>Qualifications obtained</b>

## Career Information

### Most Recent Employer (Paid or Unpaid)

Name & address of Employer

Job title

Dates employed

Current or final salary

Period of notice required

Reason for leaving (or seeking other employment)

Please give a brief outline of your main responsibilities (Maximum 800 Characters)

Please list all previous employers. Continue on a separate sheet if necessary

From	To	Name & address of Employer	Job title and brief details of main responsibilities	Reason for leaving

Please give details of any work relating training you have undertaken.

Course title	Training provider	Course date

**Please give details of any other skills, qualifications or interests you have (e.g. computing, languages etc.) which are relevant to your application. (maximum 800 characters)**

**Please give details of any membership of professional bodies (including level of membership and date obtained)**

**Note: The National Army Museum will require to see the original Certificates for all qualifications claimed.**

### **Supporting Information**

**Please say why you are interested in this post, and in what ways your skills, knowledge and experience match the requirements of the post as set out in the person specification (Continue on a separate sheet if necessary)**

All appointments at the National Army Museum are made to satisfactory security clearance. Please give details of any unspent convictions or cautions you have under the terms of the Rehabilitation of Offenders Act, 1974. Offences resulting in licence endorsements should be disregarded. Failure to disclose such information may result in dismissal or disciplinary action by the Museum. This information will be treated as confidential and will not necessarily preclude you from employment.

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## References

Please give details of two employers whom we may approach. One of them should be your present or most recent employer. If you are unable to provide employer referees, please give details of Academic or Professional referees.

<b>Name</b>	<b>Name</b>
<b>Job title</b>	<b>Job title</b>
<b>Name of Organisation</b>	<b>Name of Organisation</b>
<b>Address</b>	<b>Address</b>
<b>Contact tel</b>	<b>Contact tel</b>
<b>Contact email</b>	<b>Contact email</b>
<b>How long have you known this person and in what capacity?</b>	<b>How long have you known this person and in what capacity?</b>
<b>May we contact him/her prior to the interview?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>May we contact him/her prior to the interview?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

## Declaration

### Data Protection Statement

I understand that by signing and returning this application form I have consented to the National Army Museum using and keeping information provided by me and by third parties such as referees, relating to my application or future employment. This information will be used solely in the recruitment process and will be retained in accordance with the Museum's retention of records arrangements. Information such as ethnic origin, gender and disability will be used solely for monitoring purpose and identifiable information will not be disclosed.

I declare that the information that I give in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or, if appointed may result in my dismissal.

<b>Signed</b>  (if sending application by email please type name)	<b>Date</b>
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Thank you for taking the time to give us this information.

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# Equal Opportunities Monitoring Form

**Confidential**

**This section of the application will be detached from your application and will be used solely for monitoring purposes.**

The National Army Museum (NAM) recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

This information will be kept securely and not made available to anyone before or during short-listing. It will not be used in deciding whether to shortlist you for interview or offer you employment. All information will be retained in accordance with the NAM's retention of records arrangements and all data relating to unsuccessful candidates is destroyed after six months.

**Post Applied for:**

## White

- British  Irish  
 Any other white background \*

## Mixed

- White and Black Caribbean  White and Black African  White and Asian  
 Any other mixed background \*

## Black or Black British

- Caribbean  African  
 Any other Black background \*

## Asian or Asian British

- Indian  Pakistani  Bangladeshi  
 Any other Asian background

## Chinese or Other Ethnic Group

- Chinese  Other Ethnic Group

\*Please specify

## The Disability Discrimination Act defines a disabled person as a person who has

“A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities”

**Do you consider yourself to have a disability?**

Yes

No

If yes, please state the nature of the disability.

NB. If your disability means that you require any adjustments to be made in order to participate in our selection process, please ensure that you have detailed these on your application form in the relevant section so that we can accommodate your needs.

## Guaranteed Interview Scheme

As part of the NAM’s commitment to equal opportunities, all applicants covered by the Disability Discrimination Act who meet the essential criteria of the job specification will be guaranteed an interview.

**If you wish, you may disclose information about yourself in this section about your:**

**Religion**

**Sexual Orientation**

**Gender**

Male

Female

**Age**

18 and under

19 to 25

26 to 35

36 to 45

46 to 55

56 to 65

65 +

To help us monitor our advertising, please state where you saw the post advertised or how you found out about this vacancy.