

National Army Museum

Recruitment Information



The application form is available in both pdf and word format. Additional information may be attached to the application if necessary. However, please note that a CV alone will not be accepted.

Should you require any assistance in completing your application form or require the application form or job description in a different format please contact the Human Resources Department on 020 7730 0717 or on the email/address provided below.

hr@national-army-museum.ac.uk or

Department of Human Resources
National Army Museum
Royal Hospital Road
Chelsea
London
SW3 4HT

When your application is complete please send it by post or email to the above addresses.

Completing your application form

It is important that you fill out all sections of the application form. To ensure fairness to all candidates only the information supplied on the application form will be used to shortlist candidates for interview.

Before completing the form

Please ensure that you have read both the Job Description and Person Specifications for the role. This sets out the main duties and responsibilities of the job and also the skills and experience that we are looking for.

Once you have read the job description and person specification and have decided that this is a post you would like to apply for, think about your skills and experiences that relate to the role and that are relevant to the requirements of the job. Once you have identified these please continue to complete the application form.

The form is broken down into several sections. Please ensure that you clearly state the full job title and reference number on the application form.

Please type or complete your form in legible black ink, to allow for photocopying.

Personal Details

Please complete your name address and contact details. Also in this section state if you require any special arrangements or adjustments that would enable you to participate in our selection process effectively.

In this section please ensure that you give details of any restrictions that you have to work in the EU. Please note that if you are short-listed for interview you must provide proof of your eligibility to work in the UK or the Selection Panel will not see you.

Education and Professional Qualifications

You should clearly state all educational and professional qualifications that you have gained and which are relevant for the role you are applying for. Please note that proof of these qualifications will be required.

Career Information

This section is broken down into 5 sections in which you are required to fill in details of your current or most recent role (paid or unpaid), previous employers including any career breaks or gaps that you may have taken, details of any work related training that you have undertaken and any other skills (not included in the formal training and education section) that you may feel is relevant to the role. Please state if you are a member of any professional bodies, including the level of membership and the date obtained.

Supporting Information

Please note that this is a very important section of the application form as it gives you the opportunity to state why you are applying for the role and how you meet the experience requirements as outlined in the person specification.

You will need to provide specific examples which demonstrate that you possess the knowledge and skills required. Please ensure that your response is no more than 2 sides of A4.

Health and Security Information

All employees are required to complete health declaration forms and undergo an Enhanced Criminal Records Bureau (CRB) security check. All information of any unspent convictions or cautions must be detailed. This information will be treated as confidential and will not necessarily preclude you from employment.

For further information regarding this please read the Policy of Rehabilitation of Offenders and the Policy Statement on the secure storage, handling, use, retention and disposal of disclosure information.

References

We ask you to provide us with two employment references. One of them should be your present or most recent employer. If you are unable to provide employer references, please give details of Academic or Professional referees.

It is important that you specify whether or not we may contact the referees prior to interview. To ensure the recruitment process runs efficiently please make certain that all contact details are correct and up to date.

Declaration

It is essential that you read the declaration then sign (if completing electronically please type name) and date your application form. Successful candidates may be disqualified later if any information given on the application form is found to be false.

When you have completed the application form don't forget to proofread and check for any errors. It is also advisable to keep a copy of your application for your own reference.

Shortlisting

Shortlisting prior to interview will take place as soon as possible after the closing date and will always be carried out by at least two people. Shortlisters will go through applications to look for specific evidence to check that you have the skills and experience that match the person specification.

Due to the high volume of applications that we receive at this stage we are unable to provide information on why you have not been shortlisted. If you have not heard back from us within four weeks of the closing date, you should assume that your application has been unsuccessful at this stage.

Interviews

Shortlisted candidates will be contacted by letter giving full details of what the selection process will involve.

If you are able to attend the interview you must confirm by contacting the Department of Human Resources by phone 020 7730 0717 or email hr@national-army-museum.ac.uk

The interview process may vary from post to post. On some occasions presentations may be required allowing the interviewees to demonstrate that they have the necessary skills to fulfil the role.

Under the Asylum and Immigration Act, we are required to check that any one attending an interview has the legal right to work in the UK.

For further information on accepted identification please read the Asylum and Immigration Act 1996 – Section 8

Offers of Employment

All offers of employment at the Museum are subject to satisfactory references, health and security checks. In making these checks the Museum complies with the Baseline Security Standard which is a check designed to assure the identity of prospective public body employees.



Data Protection

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with your application and the recruitment and selection process. Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record.

Information provided on the Equal Opportunities monitoring form will be used to monitor the Museum's equal opportunities policy and practice.

All processing of personal data by the Museum is undertaken in accordance with the principles of the Data Protection Act 1998.