

Thank you for your interest in the National Army Museum. These guidance notes are intended to direct you through the National Army Museum's application procedure and help you to participate in the selection process as effectively as possible. Please read these notes carefully before completing your application and ensure that you complete **all** sections fully and accurately as possible. The information that you provide in your application is the only information we will use in deciding whether or not you will be short-listed for interview. All information will be treated in the strictest confidence.

Application Form – Alternative Formats

If you require any assistance in completing your application form or need the application form, our application guidance and other additional information in an alternative format (e.g. audio, Braille, large print) please contact the Department of Human Resources on 020 7730 0717 or e-mail hr@nam.ac.uk

Before Completing the Application Form

Please ensure that you have read both the Job Description, which lists the tasks you will be expected to carry out and the Person Specification, which details the experience, skills and abilities required for the job role and any additional supporting information for the role.

It is vital that your application demonstrates how you meet these requirements. Use specific examples from your skills, knowledge and experience to relate them to the Job Description and Person Specification when completing the Supporting Information section.

Completing Your Application Form

Please type or complete your form in legible black ink, to allow for photocopying. Prior to submitting your application, remember to proofread and check for any errors. It is also advisable to keep a copy of your application for your records.

When your application form is complete, please return it by e-mail or post to arrive no later than the closing date as stated on the Job advertisement. **CV's will not be accepted as a substitute for the application form.**

Application Form

SECTION 1: Personal Details

Start with completing the Personal Details Section. Please ensure that you provide a daytime contact number and or email address.

Working in the United Kingdom

In order for the Museum to comply with the Immigration, Asylum and Nationality Act 2006, it is necessary to check the eligibility of all applicants to work in the UK.

Applicants who currently hold a work permit, visa or certificate of sponsorship must declare this and the expiry date on their application form. Please note that if you are short-listed for interview, documentary evidence (e.g. Passport or Home Office visa) must be provided upon your arrival or the selection panel will not interview you. For further details on the accepted identification, please read the Immigration, Asylum and Nationality Act 2006.

Potential Conflicts of Interests

You are required to declare if you are related to an employee of the National Army Museum or member of the NAM Council.

Disability

The Museum operates a Guaranteed Interview Scheme for applicants with a disability and/or health condition as defined by the Equality Act 2010. Applicants who declare a disability and meet the essential criteria of the job specification will be short-listed and invited to interview.

In this section, please specify any access requirements or adjustments you require to enable you to participate in our recruitment and selection process effectively.

References

Please give the names of two referees (who are not related to you), one of who 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.

Criminal Convictions

All employees are required to undergo a Criminal Records Bureau (CRB) security check. As part of the CRB disclosure, any convictions must be declared even those, which are spent.

The information received from the CRB will include details of cautions, reprimands, final warnings as well as convictions and those that are now spent. This information will be treated as confidential and will not necessarily preclude from employment. For further information, please read the Museum's Policy on Rehabilitation of Offenders and the CRB Policy Statement.

Declaration

It is essential that you read the declaration and then sign and date your application form (if completing electronically, please type your name). Your signature gives the Museum your consent to deal with the data you provide in accordance with the Data Protection Act 1998. Your signature also forms part of the declaration that the information is correct to the best of your knowledge and forms part of any subsequent contract of employment with the National Army Museum.

If during the course of the recruitment and selection process it is discovered that you have failed to disclose relevant information or have made a false statement, the procedure will cease. If an offer of employment has been made, it will be subsequently withdrawn and if it is discovered, after your employment has commenced, this will be deemed as gross misconduct and will be subject to disciplinary action.

SECTION 2: Education

Education and Professional Qualifications

List all your formal educational qualifications and any relevant professional qualifications. If you are the successful candidate you will be asked to provide proof of qualifications as required by the job specification.

Training and Development

List any relevant job related training that you have undertaken and any other skills (not included in the Education and Qualifications section) that you may feel is relevant to the role.

Professional Bodies

List any memberships to professional bodies related to the post, including the level of membership, qualification awarded and date obtained.

SECTION 3: Employment History

Employment

Start with your present or most recent employer, and then list all past employers. This should include full-time, part-time and any voluntary roles you have undertaken in the last 10 years. If you are coming from full-time education, have not been in employment before or you have been out of work for some time, please provide this information in this section. **Please account for all gaps in your employment history.**

SECTION 4: Supporting Information

This section of the application form gives you the opportunity to show the selection panel that you have the necessary skills, experience and abilities to fulfil the duties of the post as set out in the person specification. **Do not assume the panel will know your skills, experience and abilities.**

Please state the criterion to be measured under each essential / desirable heading and then provide specific examples of you how you meet it. List your examples in the order they appear on the person specification and ensure that your response is no more than 2 sides of A4.

Additional Information

Start This section provides you the opportunity to include any additional information relating to education, training, employment history, skills or interest that could not be included elsewhere and is relevant to your application.

SECTION 5: Equal Opportunities Monitoring Form

The National Army Museum is committed to equal opportunities. We will consider all applications on the basis of merit alone. Monitoring of equality information in the recruitment and selection process is vital our policy on Equal Opportunities for both current and prospective employees.

The monitoring form is seen by the Department of Human Resources personnel **only** and is detached and separated from your application form. The information provided is used to profile our workforce and to comply with our statutory duties.

SECTION 6: Next Steps

Short-Listing

Short-listing 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. Short-listing will be based upon how closely a candidate's skills and experience match the job description and person specification.

Due to the high volume of applications that we receive, we are unable to provide information on why you have not been short-listed. If you have not been contacted within 4 weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

Interviews

Short-listed candidates will be contacted by letter and given details of what the selection process will involve. The interview process may vary from post to post as some positions may require other assessments (e.g. practical task, presentation or test) to allow interviewees to demonstrate that they have the necessary skills to fulfil the criteria of the job role. Where this is the case, you will have received details with your invitation to interview. You must confirm your attendance with the Department of Human Resources by telephone: 020 7730 0717 or email: hr@nam.ac.uk

Offer of Employment

All offers of employment at the Museum are subject to satisfactory references 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

The information that you provide will be used within the Museum for the purposes of recruitment, selection and monitoring process. Any data supplied will be held securely and access restricted to those involved in dealing with your application. The information will not be passed on to any other third party without your consent, except where the Museum is required to do so by law. Once this process is completed, the data relating to unsuccessful candidates will be stored by the Department of Human Resources for a maximum of 6 months after which time it will be destroyed. If you are the successful candidate, your application form will be retained and will form the basis of your personnel record. The information provided on the Equal Opportunities Monitoring Form will be used to monitor the Museum's Equal Opportunities Policy and practices.

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