

# Application Form

**Confidential**

Code for HR use only:

## Vacancy Details

Post Applied for:	Post Number:
Please tell us where you first saw this post advertised:	

## SECTION 1: Personal Details

Title:	Forename:	Surname:
Address:		Postcode:
Home Telephone Number:		Mobile Telephone Number:
Work Telephone Numbers (if convenient):		Email:
National Insurance Number:		Nationality:
Are you related to any member of the NAM staff? If 'YES' please state relationship, name, job title and department:		

## Asylum and Immigration Act

All applicants **MUST** provide evidence of their right to work in the United Kingdom.

Do you require a permit to work in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No
If 'YES' and you already have a work permit, please state the type of permit:

## Disability

The Museum welcomes applications from people with a disability and/or health condition and operates a Guaranteed Interview Scheme. This guarantees an interview to all disabled candidates as defined by the Equality Act 2010 who meet the essential criteria and competency of the job specification.

Do you wish to apply under the Guaranteed Interview Scheme? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please give details of any support and/or adjustments you would require at interview / selection test (e.g. communication support, wheelchair access, car parking space):

## References

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

Referee 1		Referee 2	
Name		Name	
Address		Address	
Job Title		Job Title	

Relationship		Relationship	
Email		Email	
Telephone No.		Telephone No.	
How long have you known this person?		How long have you known this person?	
May we contact this referee prior to interview? <input type="checkbox"/> Yes <input type="checkbox"/> No		May we contact this referee prior to interview? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Criminal Convictions

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.

Have you ever been convicted in a court of law of any criminal offence? <input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, please give details of offences, penalties and dates

### Declaration

I hereby declare that I have completed this application truthfully and understand that I will be liable to disqualification or dismissal should any of the information later be found to be false.

Signature	Date
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Applications sent by electronic return will be considered signed and dated as per the email return.

The information provided by you on this form as an applicant, in accordance with the Data Protection Act 1998 will be processed solely in connection with recruitment process. Once the recruitment process is completed, unsuccessful applications will be securely destroyed after 6 months.

More information can be found in the Museum's Privacy and Records Management Policies (available on our website or upon request).

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### SECTION 2: Education

School, College or University	Subjects	Qualifications Obtained	Year

## Training and Development

Please provide details of all training and development relevant to this post

Course Title	Course Provider	Course date

## Membership of Professional Body

Please provide details of any membership of professional bodies (including level of membership).

Name of Professional Body	Level of Membership / Qualification Awarded	Date Awarded

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## SECTION 3: Employment History

Please give details of your most recent employment (Paid or Unpaid).

Name and Address of Employer			
Job Title	From (month/year)	To (month/year)	
Current or Final Salary	Period of notice required		
Brief description of key duties and responsibilities			
Reason for Leaving			

## Previous Employment

Please list all previous employment you have held in the last 10 years starting with the most recent first. (If you wish to provide more details, please include this in the Additional Information Section).

Name and Address of Employer			
Job Title	From (month/year)	To (month/year)	
Brief description of key duties and responsibilities			
Reason for Leaving			

Name and Address of Employer			
Job Title	From (month/year)	To (month/year)	
Brief description of key duties and responsibilities			

Reason for Leaving	

Name and Address of Employer			
Job Title		From (month/year)	To (month/year)
Brief description of key duties and responsibilities			
Reason for Leaving			
Name and Address of Employer			
Job Title		From (month/year)	To (month/year)
Brief description of key duties and responsibilities			
Reason for Leaving			

Name and Address of Employer			
Job Title		From (month/year)	To (month/year)
Brief description of key duties and responsibilities			
Reason for Leaving			

#### SECTION 4: 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 and job description. (if you wish to provide more information, please include this in the Additional Information section).

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#### Additional Information

Please 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.

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## SECTION 5 – Confidential

### Equal Opportunities Monitoring Form

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.

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

#### Previous Employment

Please list all previous employment you have held in the last 10 years starting with the most recent first. (If you wish to provide more details, please include this in the Additional Information Section).

Post Applied for:
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#### Age

Please tick one of the following:

<input type="checkbox"/> 16 – 24	<input type="checkbox"/> 25 – 34	<input type="checkbox"/> 35 – 44	<input type="checkbox"/> 45 – 54	<input type="checkbox"/> 55 – 64	<input type="checkbox"/> 65 & over
<input type="checkbox"/> Prefer not to say					

#### Gender

Please tick one of the following:

<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Prefer not to say
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#### Ethnic Origin

How would you describe your ethnic origin (please tick the appropriate box)?

<b>Asian or Asian British</b>			
<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Asian British
Any other Asian background (specify if you wish):			
<b>Black or Black British</b>			
<input type="checkbox"/> African	<input type="checkbox"/> African Caribbean	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Black British
Any other Black background (specify if you wish):			
<b>Chinese or Chinese British</b>			
<input type="checkbox"/> Chinese	<input type="checkbox"/> Chinese British		
Any other Chinese background (specify if you wish):			
<b>White</b>			
<input type="checkbox"/> White	Any other White background (specify if you wish):		

<b>Mixed</b>		
<input type="checkbox"/> White & Asian	<input type="checkbox"/> White & Black African	<input type="checkbox"/> White & Black Caribbean
Any other Mixed background (specify if you wish):		
<input type="checkbox"/> Arab	Any other ethnic background (specify if you wish):	

### Disability

Under the Equality Act 2010 the definition covers anyone with ‘a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities’.

Do you consider yourself to have a disability as defined by the Equality Act 2010?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
If yes, please give details if you wish		
NB. If your disability means that you require any reasonable 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 Personal Details section so that we can accommodate your needs.		

### Religion or Belief

Which of the following religions do you currently belong to? If you do not belong to any of these please tick ‘no religion’

<input type="checkbox"/> Buddhist	<input type="checkbox"/> Catholic	<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jain
<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh	No religion	<input type="checkbox"/> Prefer not to say
Other (Please specify if you wish)				

### Sexual Orientation

What is your sexual orientation? Please tick one of the following:

<input type="checkbox"/> Bisexual	<input type="checkbox"/> Lesbian/Gay Woman	<input type="checkbox"/> Gay Man
<input type="checkbox"/> Heterosexual / Straight	<input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to say

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