**APPLICATION FORM**

* Please fill in all sections as well as the separate **Recruitment Monitoring Form**.
* Please **type** or write in **black ink** so the form can be photocopied.
* Return the form to[**jobs@foodmuseum.org.uk**](mailto:jobs@foodmuseum.org.uk)

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| **Post applied for** |  |

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| **Personal details** | |
| Title |  |
| Surname |  |
| First names |  |
| Have you ever used any other names? If yes, please state |  |

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| **Contact details**  Please only give numbers and email addresses on which you are willing to be contacted. | |
| Telephone (mobile) |  |
| Telephone (home) |  |
| Email address |  |
| Home address in full, including postcode |  |
| Do you hold a full, valid UK driving licence? | Yes  No |

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| **Current or most recent employment** | |
| Name and address of employer |  |
| Job title |  |
| Current or last salary or pay |  |
| Weekly hours |  |
| Date started in post |  |
| Date of leaving (if applicable) |  |
| Reason for leaving |  |
| Notice required in current job |  |
| Brief description of duties |  |

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| **Employment/work experience history**  Please list employment/work experience (either paid or unpaid), since leaving full-time education starting with the most recent. | | | | |
| Have you previously worked for the Food Museum/Museum of East Anglian Life? | | Yes  No | | |
| Employer / organisation name and nature of business | Dates from/to | | Job title and brief description of main duties/responsibilities | Reason for  leaving |
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| **Education and qualifications**  If you are shortlisted for interview you will be asked to provide evidence of your qualifications. | | |
| Dates from/to | Educational establishment | Name of course/qualifications gained and grades |
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| **Supporting information**  Please explain **how you meet the essential and desirable criteria** listed in the job description. Please list them on the form and set out how you meet each one. You need to give specific examples which provide evidence to help us to see how you are the right person for the job. Tell us about your experience and include examples from paid or unpaid work or other activities you have undertaken in your personal life that are relevant to the job you are applying for. Also tell us **why you want the job** and anything else you wish to say.  Please keep your answer to no more than 2 A4 pages. |
| *Please expand this box to a maximum of three A4 pages or continue on a separate sheet if necessary.* |

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| **References**  Satisfactory references will be required before an offer of employment can be made and your permission will be sought at that stage. Please give the names and addresses of two people who would be willing to supply a reference for you. At least one of these should be your most recent employers, or if you have not worked before, please use your school teacher or college tutor. If this is not possible, a suitable alternative would be a previous employer, business associate or leader of a voluntary organisation. Please do not include friends or relatives. | |
| **Reference 1** | |
| Full name |  |
| Organisation |  |
| Occupation/job title |  |
| How do they know you? |  |
| Telephone |  |
| Email address |  |
| Address, including postcode |  |
| Can we contact before interview? | Yes  No |
| **Reference 2** | |
| Full name |  |
| Organisation |  |
| Occupation/job title |  |
| How do they know you? |  |
| Telephone |  |
| Email address |  |
| Address, including postcode |  |
| Can we contact before interview? | Yes  No |

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| **Disclosure of criminal convictions and Rehabilitation of Offenders Act 1974**  The appointment of any member of staff who may have contact with, or access to children or vulnerable adults will be subject to the receipt of a satisfactory disclosure from the Criminal Records Bureau. The presence of a criminal record will not necessarily prevent employment with the Food Museum. Please make the following declaration and tick the appropriate box. |
| I have nothing to declare |
| I have information to declare and I have attached a sealed envelope or email containing details |

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| **Arrangements for people with disabilities**  If you have a disability and have demonstrated in your supporting information that you meet the minimum (essential) criteria for the vacancy you will be invited for interview. We will make reasonable adjustments to the recruitment and selection process (and to the job for successful candidates) if you let us know what your requirements are. For definition of disability please see the Recruitment Monitoring Form. | |
| Are there any special facilities you would like us to provide to help you attend or participate in an interview, or to perform this job? If ‘yes’, please give details. | Yes  No  Details: |

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| **Asylum and Immigration Act 1996** | |
| Do you need a Work Permit or Worker Registration Certificate to work in the UK? | Yes  No |

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| **Declaration** | |
| I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise the Food Museum to make any appropriate checks which may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.  I agree that personal data relating to me which has been or is obtained by the Food Museum, including personal data given by me on this form, may be held and processed either on computer or in manual records and may be disclosed to authorised employees or agents of the Museum and used by the Museum for any purpose relating to my application and prospective recruitment and employment. | |
| Signature |  |
| Date |  |