

APPLICATION FORM

FOR THE POST OF:

APPRENTICE ATTENDANT

CLOSING DATE:

15 March 2010

Guidelines for completion:

1. Please complete this form in black ink, or type, giving as much information as possible under each heading
2. Please return this form to: Recruitment, The Geffrye Museum, Kingsland Road, London E2 8AE, or email to cvile@geffrye-museum.org.uk by the closing date
3. All information provided will be treated in strict confidence
4. If you have any queries about completing this form, please do not hesitate to contact the Administration Assistant, Caroline Vile at the museum on 020 7739 9893



POST APPLIED FOR: APPRENTICE ATTENDANT

PERSONAL DETAILS

Surname:

Other Names:

Title (Mr/Mrs/Miss/Ms):

Address:

Telephone No.

Day:

Evening:

Mobile:

E-mail address:

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

Do you need a work permit?

If you already have a work permit, when does this expire?

(Please note that your current permit may not be valid for this post.)

REFERENCES

Please provide details of two referees, one of whom should be your current or most recent employer. We will only make contact with your referees after a job offer is made.

Name:

Name:

Address:

Address:

Telephone:

Telephone:

Email address:

Email address:

Where did you see this post advertised?

Have you applied for a job with the Geffrye Museum before?

YES/NO

EDUCATION AND PERSONAL QUALIFICATIONS

Dates	School/College of Further Education/ Professional Association	Examinations passed and Qualifications

(Continue on additional sheet if necessary)

<u>CURRENT EMPLOYMENT</u>	
Post:	Date appointed:
Name and Address of Employer:	
Current Salary:	Period of Notice:
Summary of main duties and responsibilities:	

(Continue on additional sheet if necessary)

PREVIOUS EMPLOYMENT

Dates	Employer Name & Address	Job Title and Main duties	Reason for Leaving	Salary

(Continue on an additional sheet if necessary)

FURTHER INFORMATION

State how your experience, skills and training gained both inside and outside paid work or through study meet the selection criteria for the post described in the job specification.

Please tell us why you feel you are particularly suited to this job.

(Continue on a separate sheet if necessary)

AVAILABILITY FOR INTERVIEW

Dates when not available for interview:

When could you take up this post if you are appointed?

If you have a disability, please tell us about any adjustments we may need to make to assist you at an interview.

Have you ever been convicted of a criminal offence?
(Declaration subject to the Rehabilitation of Offenders Act 1974)

YES / NO

DECLARATION

CANVASSING OF THE GEFFRYE MUSEUM TRUSTEES DIRECTLY OR INDIRECTLY, IN CONNECTION WITH THIS APPOINTMENT, OR PROVIDING FALSE/MISLEADING INFORMATION ON THIS FORM, WILL DISQUALIFY YOU FROM APPOINTMENT OR IF APPOINTED WILL RENDER YOU LIABLE TO DISMISSAL WITHOUT NOTICE.

I can confirm that to the best of my knowledge, the above information is correct. I accept that deliberately providing misleading information could result in my dismissal.

Signature of Applicant _____ Date _____

EQUALITY MONITORING FORM

Post Applied for:

Date:

The Trustees of the Geffrye Museum are committed to providing equal opportunities in employment at the Museum. All job applicants and employees will receive equal treatment regardless of race, colour, ethnic or national origins, sex, pregnancy, marital status, sexual orientation, disability, gender reassignment and age ("the discriminatory grounds").

The Trustees will use their best endeavours to ensure that there are no restrictions on job applications on any of the discriminatory grounds and that there are equal opportunities in all stages of the recruitment process. Applicants will be selected on the basis of their relevant merits, experience and ability.

In order to ensure we are meeting our aims we monitor the sex, ethnic origin and disabilities of all our applicants. This information is held securely by the Personnel Department and forms no part of the selection process, either in your initial appointment to your post at the Museum or at any future time.

We would be grateful if you would select the category most appropriate to yourself from the list below and return this form, in confidence, with your application form. If you feel that none of these categories accurately defines your ethnic origin, please indicate your preference under "Any other ethnic group".

Please tick where appropriate

Sex		Tick
	Male	
	Female	
Ethnic Origin		
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Other Asian background	
Black or Black British	Caribbean	
	African	
	Other Black background	
Chinese	Chinese	
Mixed	Asian and White	
	Black African and White	
	Black Caribbean and White	
	Other Mixed background	
White	British	
	Irish	
	Other White background	
Other	Other ethnic group	
	Do not wish to give this information	
Disabilities		
Do you consider yourself to have a disability?	Yes	
	No	
Sexual orientation		
	Heterosexual	
	Gay male	

	Gay female	
	Bi-sexual	
	Do not wish to give this information	
Religious belief		
Do you have a religious belief?	Yes (please specify):	
	No	
	Do not wish to give this information	
Languages		
Do you speak any languages other than English?	No	
Please specify:	Yes	