|  |  |  |
| --- | --- | --- |
| **Job Application Form** | | |
| **Personal details** |  |
| Vacancy Title: | Heritage Trust Director |
| Please tell us how you heard about this vacancy: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | First Name: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Home Telephone No. |  | Daytime Contact No. |  |

|  |  |
| --- | --- |
| E-mail address: |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance No. |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you free to remain and take up employment in the UK? | Yes |  | No |  |
| You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) | | | | |

|  |
| --- |
| **Convictions/ Disqualifications** |
| Upon offer of employment we reserve the right to request a Disclosure and Barring Service Disclosure at Standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions. |
| Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974: |

**Education/Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| College/University | Study Dates | Qualification  and Grade | Date Obtained |
|  |  |  |  |
| Ongoing Professional Development | Study Dates | Qualification  and Grade | Date Obtained |
|  |  |  |  |

|  |
| --- |
| **Training and Development**  Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application. |

|  |  |
| --- | --- |
| Training Course | Course Details  (including length of course/nature of training) |
|  |  |

**Current Membership of any Professional Body/Organisation**

Please give details:

|  |
| --- |
|  |

|  |
| --- |
| **Employment History**  **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

**Current or most recent employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  | Postcode: |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Reason for leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: |  | Notice Period |  |

|  |  |
| --- | --- |
| Brief description of duties: |  |
| |  | | --- | |  | | |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  | Postcode: |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Reason for leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: |  | Notice Period |  |

|  |  |
| --- | --- |
| Brief description of duties: |  |
| |  | | --- | |  | | |

**Your interest in the role**

Based upon the job description, please explain your interest in the role and how you can meet the requirements of this role.

|  |
| --- |
|  |

**References**

|  |
| --- |
| Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. |

**Reference 1 Reference 2**

|  |  |
| --- | --- |
| Name:  Job Title:  Organisation:  Address:  Contact No:  Email:  How is this person known to you:  Do you wish to be consulted before this referee is approached:  Yes No | Name:  Job Title:  Organisation:  Address:  Contact No:  Email:  How is this person known to you:  Do you wish to be consulted before this referee is approached:  Yes No |

**Availability**

Do you have any restrictions on hours you can work:

|  |
| --- |
|  |

Minimum notice needed to work:

|  |
| --- |
|  |

**Declaration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Statement to be Signed by the Applicant** (Candidates selected for interview will be notified within two weeks of the closing date.)  Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered: ***I agree that Brymbo Heritage Ltd can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.*** ***I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.*** | | | | |
| **Signed:** |  | **Date:** |  |
|  |  | |