

**Please save this form BEFORE filling it in
then save AGAIN before sending, thank you.**

Application for Employment

Post applied for:	Application Ref :
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Personal Details
Name:
Address:
Email:
Tel No.:
Mobile No.:

Please confirm where you saw the vacancy:

Educational Details

Start with the most recent & list below

School/College/University	From	To	Qualifications Obtained

Training Courses

Please give details of any training or courses attended which you consider relevant to your application

Course Details	Date	Organiser

Previous employment	
Name & Address of Employer	Main Duties
Start date:	End date:
Reason for leaving:	

Previous employment	
Name & Address of Employer	Main Duties
Start date:	End date:
Reason for leaving:	

Please continue on a separate sheet if necessary

References

The two referees must not be related to you and one must be a current or the most recent employer

Name & Address:

Tel No.:

Email:

May we contact this referee before interview? YES / NO

Name & Address:

Tel No.:

Email:

May we contact this referee before interview? YES / NO

Further Information

Please provide any further details of how you best fit the requirements of the post outlined in our job description and person specification along with examples and evidence of previous relevant experience.

Please continue on separate sheet if necessary.

Are you legally eligible for UK employment? YES / NO

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

This job is not excepted under the Rehabilitation of Offenders Act 1974, and we will consider applicants with a criminal conviction. However, because Avoncroft welcomes many children and vulnerable adults (as visitors and volunteers) and this role also involves cash handling, we do request you provide details of any criminal convictions at this stage. Please do not write details on the application form, but submit them (at the same time) in a separate envelope marked **Personnel Officer, Private and Confidential**.

Declaration

I confirm that the information and enclosures given in this application are correct and understand that any false statement could result in the appointment being declared invalid.

Signature:

Date:

Equal Opportunities

Avoncroft Museum of Historic Buildings is committed to equal opportunities and aims to ensure that no applicant or member of staff is discriminated against either directly or indirectly.

If invited for interview, do you have any particular requirements i.e. wheelchair access or do you need to bring another person with you?

Please let us know:

Please return completed application form to:

Office & Personnel Manager, Avoncroft Museum, Stoke Heath, Bromsgrove, Worcestershire, B60 4JR or email to officemanager@avoncroft.org.uk