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# Application form

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| **Please fill in all sections – do not send a CV.**  **If false information is provided in applications or if information is withheld, applications may be rejected, offers withdrawn or employment terminated.** |

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| Job details |

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| What role are you applying for? | Which contract are you applying for? |
| Where did you learn about this vacancy? Please tick one  Derby Museums’ website:  Other website, tell us which one:  Newspaper / Journal, tell us which one:  Social Media, tell us which one: | |

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| Personal details |

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| Last name | First names |
| Home telephone  Mobile telephone  Work telephone      Ext |
| Address    Postcode  Email |
| National Insurance Number |

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| Eligibility to work in the UK |

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| Do you have evidence that you are eligible to work in the UK? Yes  No  A list of the types of documentation suitable as evidence can be obtained on request. |

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| I declare that to the best of my knowledge the information on this application form is true and I understand that a false declaration could result in dismissal without notice.  Type your name here       Date |

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| Present or most recent job |

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| Employer’s name | |
| Address    Postcode | Current salary or hourly rate |
| Other benefits |
| Job title | Reason for seeking other employment |
| Date of appointment - month and year, from      to |
| Notice required |
| Briefly describe your present or most recent job | |

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| Full work history |

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| For jobs that require a Disclosure and Barring Service check, you **must** account for all the time since you left school including any gaps and the reasons why. Include any period when you were not in full-time work, education or training; for example, unemployment, voluntary work, raising a family, part-time work, education or training.  For all other jobs, please tell us about your more recent work history, both paid and unpaid including any gaps and the reasons why. |

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| Employer’s name and address | Dates - month and year | Role and salary | Main responsibilities | Reason for leaving |
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| **Describe the relevant experience, skills and knowledge you can bring to this job and any other information to support your application, which may include voluntary work, your hobbies or interests.** |

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| **Attach extra sheets if necessary**  **To help us assess your application please refer to the criteria in the Person Specification when filling in this section.** |
| What made you decide to apply for this role? (250 words maximum) |
| What personal qualities or strengths do you have that would be great for this role? (250 words maximum) |
| What other skills and experience can you bring to this role? (250 words maximum) |
| What makes you an ideal candidate for this role? |
| Tell us about any other vocational qualifications or training that you have done that may be relevant to this role (250 words maximum) |
| What is your understanding of Equality? (250 words maximum) |

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| Education qualifications and relevant non-qualification training starting with the most recent |

We will ask for evidence of your qualifications at interview.

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| Where you studied | Dates  From | Dates  To | Qualifications gained and courses attended – state level | Grades | Date |
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If the job requires you to have a driving licence and/or transport available for work, please fill in the following:

Do you have a full current driving licence? Yes  No

Will you have transport available for work? Yes  No  If yes, what sort?

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| **Referees: One should be your present employer or your last employer if you are not currently employed.** |

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| Name and address | Name and address |
| Position held by referee | Position held by referee |
| Organisation, if appropriate | Organisation, if appropriate |
| Telephone  Email | Telephone  Email |
| May we contact your present employer before interview? Yes  No  For any offer of employment, we will always contact your second referee. | |

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| Any dates you would not be available for interview during the next six weeks |

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| Information for candidates with a disability |

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| Derby Museums welcomes applications from diverse candidates, including those with disabilities. The Equalities Act 2010 defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.”  If you have a disability, do you need support (ex. access information, someone to attend with you, lifts) to take part in the group assessment or interview? Please provide details: |

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| Criminal convictions |

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| **We do not ask for details on criminal convictions in this application as it is the partnership’s policy to ask shortlisted candidates to declare any unspent convictions at or after the interview stage. We have a duty to balance our commitment to help ex-offenders find work with our need to protect the public and those who are using its services.** |

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| Equality and Diversity - to be filled in by all applicants |

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| Derby Museums wants to meet the aims and commitments of providing equality of opportunity, tackling discrimination and disadvantages in the services we provide and through our practices.  We recognise that volunteers and applicants are from diverse backgrounds and circumstances and we would like you to provide the following information to include in our diversity analysis, helping us ensure we are representative of the communities we serve. **Filling in this form is voluntary.** The data will be held confidentially and will only be used for the statistical and monitoring purposes mentioned above.   |  |  |  |  | | --- | --- | --- | --- | | **Gender identity** | Woman (including trans woman) | Man (including trans man) | Non-binary | | Prefer not to say | Prefer to self-describe: | |  |  |  | | --- | --- | | **Do you identify as TRANS?**   Yes  No | Prefer not to say |  |  |  | | --- | --- | | **Date of Birth** | ­­­­­­­\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_  Prefer not to say |  |  |  |  | | --- | --- | --- | | **Heritage** | **Asian or Asian British**  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background  **Black, Black British, Caribbean or African**  Caribbean  African  Any other Black background | **Mixed or Multiple Ethnic groups**  Black Caribbean and White  Black African and White  Asian and White  Any other Mixed or multiple ethnic background  **White**  English, Welsh, Scottish, Northern Irish or British  Irish  Gypsy or Irish Traveller  Roma  Any other White background  **Other Ethnic groups**  Arab  Latin American | |  | Prefer not to say | **Other**, please specify: |  |  |  |  |  | | --- | --- | --- | --- | | **Sexual / Romantic orientation** | Asexual | Bisexual | Gay man | | Gay Woman / Lesbian | Heterosexual / Straight | Pansexual | | Prefer not to say | Prefer to self-describe: | |  |  | | --- | | **Have you been diagnosed with any neurodiverse condition?** | | Neurodiversity refers to the different ways the brain can work and interpret information. The term ‘neurodivergence’ is a relatively new term that includes ADHD, Autism, Dyslexia, Dyspraxia and other neurological conditions. | | Yes  No  Prefer not to say |  |  |  |  | | --- | --- | --- | | **Disability** | Not known disability / No disability  Visual impairment / Blind  Hearing impairment / Deaf  Physical disabilities  Prefer not to say | Cognitive or learning disabilities  Mental health condition  Invisible disabilities  Other long-term / chronic conditions: |   Thinking back to when you were aged about 14, which best describes the sort of work the main/ highest income earner in your household did in their main job? *(Examples for each are provided below)*  Clerical and intermediate occupations  Don’t know  Long term unemployed  Middle or junior managers  Modern professional occupation  Other  Prefer not to say  Retired  Routine manual and service occupations  Semi-routine manual and service occupations  Senior managers and administrators  Technical and craft occupations  Traditional professional occupations  **Clerical and intermediate occupations** - secretary, personal assistant, clerical worker, office clerk, call centre agent, nursing auxiliary, nursery nurse  **Long term unemployed** - claimed Jobseeker’s Allowance or earlier unemployment benefit for more than a year  **Middle or junior managers** - office manager, retail manager, bank manager, restaurant manager, warehouse manager, publican  **Modern professional occupations** - teacher/lecturer, nurse, physiotherapist, social worker, welfare officer, artist, musician, police officer (sergeant or above), software designer  **Retired**  **Routine manual and service occupations** - HGV driver, van driver, cleaner, porter, packer, sewing machinist, messenger, labourer, waiter/waitress, bar staff  **Semi-routine manual and service occupations** - postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, receptionist, sales assistant  **Senior managers and administrators** - (usually responsible for planning, organising and co-ordinating work and for finance) finance manager, chief executive  **Technical and craft occupations** - motor mechanic, fitter, inspector, plumber, printer, tool maker, electrician, gardener, train driver  **Traditional professional occupations** - accountant, solicitor, medical practitioner, scientist, civil/mechanical engineer  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *“I freely give my consent for the above information to be processed for the purposes disclosed.”*   |  |  | | --- | --- | | **Full Name:** | **Date:**  ­­­­­­­\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ | |

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| Data protection |

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| **How is your information used?**  **Derby Museum Employees**: -  We may use your information to: fulfil our obligations under your contract of employment with us and any associated Derby City Council employment policies. This includes sharing your information with Government bodies as required by law, such as providing tax information to H M Revenue and Customs and salary information to the Court Service. This is to help us pay you correctly including sharing information about your pay and employment with other relevant bodies such as pension administrators, union bodies and employee benefits providers. This would include sharing relevant information with external training providers in support of your apprenticeship and personal development.  Any information we provide for equality statistics will be anonymised.  **Candidates**: -  Personal data such as full name, date of birth, address, National Insurance number, Equality and Diversity information, employment history, duties and qualifications is collected to assess your suitability for the role, and to undertake pre-employment checks should your application be successful. It is also collected to allow us to feed your information into our HR/Payroll system should your application be successful. The Equality and Diversity information is also collected to allow for the completion of anonymised statutory returns and to inform any future recruitment campaigns. If you are unsuccessful, we will usually destroy your application form and any other papers you have submitted six months after we have made the appointment. We will only hold information beyond six months with your consent. We will take all reasonable steps to ensure that your personal data is accurate and securely held. You are entitled to see the personal data which is held and request that any inaccuracies are corrected. Personal information will only be divulged to third parties where we have a legal basis to do so.  **Who has access to your information?**  We may share your information with:  • Museum and Council Departments, Managers, and Internal Audit, to ensure we meet our statutory and contractual duties. This would exclude equalities data which is only accessible by HR colleagues or those colleagues that require this information as part of their job.  • External organisation’s such as: H M Revenue & Customs, Disclosure and Barring Service, H M Court Service, Police Authority, Department for Education, Department of Work and Pensions, Pensions Administrators (Derbyshire Pension Fund for Local Government Pension Scheme, and Royal London), voluntary payroll deductions, external auditors, Payroll/HR software providers, external organisation linked to TUPE legislation. This is for the purposes allowed by law as well as provision of information to pension administrators and other third parties payroll deduction where you are a member. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law. This would include sharing relevant information with external training providers supporting your personal development or apprenticeship.  For further information about how your personal information will be used, please visit <https://www.derbymuseums.org/privacy-policy> where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from Human Resources, Derby Museums, Museum and Art Gallery, The Strand, Derby, DE1 1BS or email [info@derbymuseums.org](mailto:info@derbymuseums.org) |
| **Personal sensitive data**  Under the Data Protection Act 1998, equality information such as ethnic origin, disability, sexuality, criminal convictions, is defined as personal sensitive data. Derby Museums is required by law to monitor this information as part of recruitment practices. Only those personnel who require this information as part of their job will have access to it. We will not disclose it to anyone else without your explicit consent unless we have to do so by law. |

**For office use only**

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| If you want feedback about why you have not been short-listed or appointed, please contact the recruiting manager within two weeks of the closing date.  **If you want to make a complaint about any part of the recruitment process, you should write to the Director of Resources within two weeks of receiving your feedback.** | Candidate’s name |  |
| Closing date for applications |  |
| Date application received |  |
| Interview date |  |
| Reason for not interviewing |  |
| Not appointed after interview |  |