# T:\MARKETING & AUDIENCE DEVELOPMENT\Brand and Style guidelines + Logos\DM Logos\DM Logos JPEG format\DM Logo CMYK no tagline.jpg C:\Users\tanslek\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\mom_two-tone_teal.jpg

# Application form

|  |
| --- |
| **Please fill in all sections – do not send a CV.** |

|  |
| --- |
| Job details |

|  |  |
| --- | --- |
| What role are you applying for?       | Which hourly contract are you applying for?You can apply for more than one, just list your order of preference.                      |
| 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:       |

|  |
| --- |
| Personal details |

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

|  |
| --- |
| Eligibility to work in the UK |

|  |
| --- |
| 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. |

|  |
| --- |
| 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       |

|  |
| --- |
| Present or most recent job |

|  |
| --- |
| 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      |

|  |
| --- |
| Full work history |

|  |
| --- |
| For jobs that require a Disclosure and Barring Service check, you **must** account for all the time since you left school. 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 if it’s relevant to the job you are applying for. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s name and address | Dates - month and year | Job details and salary | Main responsibilities | Reason for leaving |
|       |       |       |       |       |

|  |
| --- |
| **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.** |

|  |
| --- |
| **Attach extra sheets if necessary****You must 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)      |
| 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?       |

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

We will ask for evidence of your qualifications at interview.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Where you studied | DatesFrom | DatesTo | Qualifications gained and courses attended – state level | Grades | Date |
|       |       |       |       |       |       |

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

|  |  |
| --- | --- |
| 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. |

|  |
| --- |
| **Membership of professional organisations** |

|  |  |  |
| --- | --- | --- |
| Organisation       | Membership status      | Since      |

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

|  |
| --- |
|       |
|  |
| **Information for candidates with a disability** |
|  |
| 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:      |

|  |
| --- |
| Section three – to be filled in for jobs requiring a Disclosure and Barring Service (DBS) check  |

|  |
| --- |
| Access to children and/or vulnerable adults |

|  |
| --- |
| **Warning. This job may have substantial access to children and/or vulnerable adults. If we offer you the job, you will need a DBS check. We will withdraw the offer if the check highlights something about you which we assess would make you unsuitable for the job. We take criminal records into account only when the conviction is relevant. Failing to disclose a conviction, caution or binding-over may result in your application being disqualified. If we discover evidence of this after your appointment, we could dismiss you without notice.** |

|  |
| --- |
| This post has substantial access to children and/or vulnerable adults. You must disclose **any** criminal conviction, caution or binding-over, including those which are ‘spent’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order. A conviction will not necessarily bar you from employment as this will depend on the circumstances and background to your offence(s). Derby Museums complies with the Disclosure and Barring Service Code of Practice which is available on [www.gov.uk/dbs](http://www.gov.uk/dbs) |
| Have you ever been convicted of a criminal offence? Yes [ ]  No [ ]  If yes, please give brief details: |
| Nature of offence(s)       |
| Date of conviction(s)       | Penalty       |

|  |
| --- |
| Additional personal details |

|  |
| --- |
| Have you ever been known by any other name? Yes [ ]  No [ ]  If yes, please give other name(s):      |
| Have you changed your address in the last five years? Yes [ ]  No [ ]  If yes, please give details:  |
| Dates from | Dates to | Address |
|       |       |       |
|       |       |       |
|       |       |       |

|  |
| --- |
| Equality and Diversity - to be filled in by all applicants |
| Derby Museums values the diversity of the city’s community. We aim to have a workforce that reflects this so that we can make sure we provide sensitive, appropriate and accessible services. 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. The data will be held confidentially in accordance with the Data Protection Act 2018 and will only be used for the statistical and monitoring purposes mentioned above. **To help us check that we are achieving our aims, please fill in this section:** **My date of birth is:** \_     \_\_     \_

|  |
| --- |
| **The gender I most identify as is:**   |
| [ ]  Man  |
| [ ]  Woman  |
| [ ]  Non- binary  |
| [ ]  Prefer to self-identify [ ]  Prefer not to say Do you identify as TRANS? Yes [ ]  No [ ] [ ]  Prefer not to say **Sexuality**[ ]  Bisexual [ ]  Gay Man [ ]  Heterosexual/straight [ ]  Gay Woman/Lesbian [ ]  Other (please specify) [ ]  Prefer not to say **Heritage identity****Asian** [ ]  Indian [ ]  Pakistani[ ]  Bangladeshi [ ]  Chinese[ ]  Arab [ ]  Other Asian background**Black** [ ]  Caribbean [ ]  African[ ]  Other Black background**White**[ ]  English / Welsh / Scottish / Northern Irish[ ]  Irish [ ]  Gypsy or Irish Traveller[ ]  Other White background**Dual Heritage**[ ]  Black Caribbean and White [ ]  Black African and White[ ]  Asian and White [ ]  Other Mixed / Multiple ethnic background[ ] Other, please specify |
|  |
| **Any other ethnic group, please state:**  |
| [ ]  Not known/prefer not to say  |
|  |

**Do you consider yourself to be a disabled person?**  Yes [ ]  No [ ] Ticking ‘Yes’ does not necessarily mean that your condition falls within the legal definition under the Disability Discrimination Act. If you were to take a case of disability discrimination against Derby Museums, only the Chair of an Employment Tribunal or a County Court Judge could determine if you are covered by the Act or not.

|  |  |
| --- | --- |
| [ ]  Non-disabled[ ]  Visual impairment[ ]  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 |
| Data protection |

|  |
| --- |
|  **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 and National Insurance number is collected to allow us to feed your information into our HR/Payroll system should your application be successful. Other information such as 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. Equalities data 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.**Who has access to your information?**We may share your information with:• 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.• 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 [www.derby.gov.uk](http://www.derby.gov.uk) where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from Human Resources, Derby City Council, Corporation Street, Derby, DE1 2FS or StrategicHR@derby.gov.uk |
| **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**

|  |  |  |
| --- | --- | --- |
| 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 |       |