Godalming Town Council

Supporting Our Community

# Application for the post of Museum Curator

| **1. PERSONAL DETAILS** | |
|---|---|
| Surname | |
| First Names | |
| Preferred Title (eg. Mr/Mrs/Ms/Other): | |
| Home Address | |
| Phone No. (Home) | |
| Mobile No. | |
| Personal Email address: | |
| (This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate) | |
| It is unlawful for us to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, we will ask you for evidence to satisfy Godalming Town Council that you have the right to live and appropriate right to work in the UK. | |
| Do you require a work permit to work in the UK? | |

| **2. REFERENCES**<br>Two references are required and neither should be from someone related to you. References will only be taken up once an offer has been accepted by the successful candidate. | |
|---|---|
| **Current or Most Recent Employer** | |
| Name: | |
| Job Title: | |
| Name of Organisation: | |
| Address: | |
| Email address: | |
| Phone No: | |
| How long have you known this person? | |

| **Other Reference** | |
|---|---|
| Name: | |
| Job Title: | |
| Name of Organisation: | |
| Address: | |
| Email address: | |
| Phone No: | |
| How long have you known this person and in what capacity? | |

| **Current or Most Recent Employer** | | |
|---|---|---|
| Name of Employer: | | |
| Address of Employer: | | |
| Your Current Job Title: | | |
| Date Employed: | From: | To: |
| Period of Notice Required: | | |

**3. PREVIOUS EMPLOYMENT**

Start with your current job and work back. Continue on a separate sheet if necessary.

| From | To | Employer Name & Address | Job Title | Reason for leaving |
|---|---|---|---|---|
| | | | | |

| 4. HEALTH | |
|---|---|
| **The Equality Act 2010** | |
| We welcome applications from people with disabilities. If you need any particular arrangements to be made in order for you to be interviewed for this position at our premises, please give details. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job. | |
| Do you require any reasonable adjustments for the interview and selection process? (Please answer Yes or No) | |
| If **YES**, please give details for any requirements i.e. level access required. | |
| | |

| 5. CRIMINAL CONVICTIONS | |
|---|---|
| **Rehabilitation of Offenders Act 1974** | |
| Godalming Town Council's Recruitment of Ex-Offenders' Policy is published on its website, hard copies can be requested by emailing townclerk@godalming-tc.gov.uk or writing to the address shown at the end of this form. | |
| Have you any unspent criminal convictions as defined by the Rehabilitation of Offenders Act 1974? (Please answer Yes or No) | |
| If **YES**, the interview panel may ask questions about your "unspent" convictions. A criminal record will not necessarily be a bar to obtaining a position at Godalming Town Council. | |
| You may if you wish give details about any unspent conviction below: | |
| | |

| 6. ADDITIONAL INFORMATION | |
|---|---|
| **Driving Licence** | |
| Do you hold a current driving licence? (Please answer Yes or No) | |
| If YES, please state the type of licence and categories you hold: | |
| | |

## 7. EDUCATION AND TRAINING

Please start with the most recent and work backwards. Continue on a separate sheet if necessary.

| From | To | School, College, University etc. | Courses studied and qualifications obtained |
|---|---|---|---|
| | | | |

## 8. PROFESSIONAL OR JOB QUALIFICATIONS

(Evidence will be required)

Qualifications or membership of professional or technical bodies
(please indicate whether by examination or election)

Other training relevant to application.

## 9. EXPERIENCE, ABILITIES AND RESPONSIBILITIES

You are invited to show how you match the criteria set out in the job description and personal specification, by referring to your past or present employment or non-work experience in support of your application. The information provided in this section is likely to be very important in deciding the short list of candidates to be interviewed - non completion will usually result in you not being called for interview. If you require more space, attach a sheet to this form.

**DECLARATION**

I confirm to the best of my knowledge and belief that the information I have given on this form is true and correct. I understand that the deliberate provision of any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or if I am appointed, may result in immediate dismissal without notice. I also acknowledge that canvassing of elected members of Godalming Town Council, directly or indirectly, in connection with this job will disqualify me.

| | |
|---|---|
| Print Name: | |
| Signed: | |
| Date: | |

**DATA PROTECTION**

The Data Protection Act 2018 ("the Act") sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application ("the information") will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

To view our privacy policy and for further information on how the Council manages data please visit the Godalming Town Council website.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

| | |
|---|---|
| Signed: | |
| Date: | |

*Godalming Town Council is an equal opportunities employer whose policy ensures that no job applicant or employee receives less favourable treatment (unless it is an absolute occupational disqualification) or is disadvantaged by conditions or requirement which cannot be seen to be justifiable.*

Return completed application form to Rhiannon Jones, by e-mail to:

museum.curator@godalming-tc.gov.uk,

or deliver to:

Rhiannon Jones, Godalming Museum, 109 High Street, Godalming, Surrey, GU7 1AQ