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**Confidential Application for Employment**

**Heritage Centre Manager**

**Tavistock Guildhall Centre**

**Please complete this form in FULL and return by email to Geri Parlby, Chair of Trustees, at:** [**geri.parlby@heritageintavistock.org**](mailto:geri.parlby@heritageintavistock.org)**. Your CV may also be attached.**

**Please type or write clearly in BLACK ink.**

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| **Personal Details** |
| Surname: Title: (Mr/Mrs/Ms/Miss/Other)  Forenames:    Address:      Telephone: Mobile:  Email address:  Are you eligible to work in the UK? Yes  No  Do you require a work permit/visa to take up work in the UK? Yes  No  If so, do you have one? Yes  No  If Yes, when does it expire? |

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| **Employment History** |
| **Current or Most Recent Job**  **Job title**:  Employer’s name and address:    Date started: Date left: Salary:  (Please specify if full time, or state part-time hours and pro rata salary)  Main responsibilities/achievements:  Reason for leaving: Notice required: |

**Previous Employment** (Please start with the most recent position)

**Job title:**

Employer’s name and address:

Date started: Date left: Salary:

(Please specify if full time, or state part-time hours and pro rata salary)

Main responsibilities/achievements:

Reason for leaving:

**Job title:**

Employer’s name and address:

Date started: Date left: Salary:

(Please specify if full time, or state part-time hours and pro rata salary)

Main responsibilities/achievements:

Reason for leaving:

**Job title:**

Employer’s name and address:

Date started: Date left: Salary:

(Please specify if full time, or state part-time hours and pro rata salary)

Main responsibilities/achievements:

Reason for leaving:

Continue on a separate sheet if necessary.

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| **Education and Training** | | |
| Applicants offered a post will be asked to verify their qualifications on appointment.  Please list all your secondary education, further and/or higher education and professional training | | |
| **Name of establishment** | **Dates attended** | **Qualifications gained & date** |
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| Please give details of any other courses attended, including courses attended during employment: | | |
| Please give details of any membership you hold of professional bodies: | | |

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| **Supporting Statement** |
| Please state your particular interest in this role and highlight the skills, knowledge and experience which are relevant to the job description and make you suitable for this position. Please provide examples. Continue on a separate sheet if necessary. |

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| **Other** |
| Have you had any criminal convictions, which are not ‘spent’ convictions under the Rehabilitation of Offenders Act 1974 Yes  No  If yes, please state the date(s) of conviction(s) and the nature of the offence(s):  Are you facing any criminal prosecutions? Yes  No  If offered this position, would you continue to work in any other capacity or for another organisation?  Yes  No  If yes, please give details: |

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| **References** |
| **Please give details of two referees, one of whom should be your current or most recent employer**. They must not be family members. Referees will only be contacted should we wish to offer you a position with us.  Tavistock Heritage Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.  All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.  **First Referee Name** (Current/most recent employer)**:**  Organisation:  Address:  Telephone: Email address:  Job title:  Capacity in which known to you:  **Second Referee Name:**    Organisation:  Address:  Telephone: Email address:  Job title:  Capacity in which known to you: |

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| **Data Protection** |
| Tavistock Heritage Trust reserves the right to collect, store and process personal data provided by you as part of your application for the purposes of the recruitment process and your personnel record if your application is successful.  Any data held about you will be kept securely with access restricted to those involved in dealing with your application and in the recruitment process. Individuals have the right of access to personal data concerning themselves.  Once the recruitment process is completed, data relating to unsuccessful applicants will be retained for a maximum of six months and then confidentially destroyed. If your application is successful, the data you have provided during the recruitment process will be used for the purposes set out in Tavistock Heritage Trust’s Employee Privacy Notice. |

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| **Declaration** |
| I declare that the information given on this application form is, to my knowledge, true and complete. I understand that if it is subsequently discovered that any statements are false or misleading, my application will be disqualified or, if employed, may be grounds for dismissal.  If successful, I understand that I will need to provide evidence of my eligibility to work in the UK before I start work and I confirm that you may contact my referees as stated within this application form.  Signature: Date:  **Please note:** *Candidates will be asked to sign a copy of this statement if invited to attend an interview.* |

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| **Where did you first find out about this role? (Please select one)**  This information is for advertising monitoring purposes only and will not be used in the selection process |
| ☐ Charity Job |
| ☐ Third Sector Jobs |
| ☐ South West Federation of Museums website |
| ☐ University of Leicester Jobs Desk website |
| ☐ Arts Council website |
| ☐ LinkedIn |
| ☐ THT website |
| ☐ Other - please specify: |

**HOW TO APPLY**

**Please return your completed form with any supporting documents by email to Geri Parlby, Chair of Trustees, at:** [**geri.parlby@heritageintavistock.org**](mailto:geri.parlby@heritageintavistock.org)

**CLOSING DATE: Friday 6 March 2020 at 9am**