For Office Use Only			
Acknowledged		Invited to Interview	
Short-listed		Appointed	
References		Withdrawn	

THE HOLBURNE MUSEUM

Application form

Application for the Post of:

PERSONAL

Surname …… Forename…….…… Mr/Mrs/Dr/Ms/Miss

Address ……..
……

Home Telephone No. …… Work Telephone No……..

National Insurance Number …… Email Address ……..……

Where did you see or hear of this vacancy first? (other than our website)
……

PRESENT EMPLOYMENT

Name of Employer ……..

Address …….

Position …… Starting Date …….

Present Salary ……Annum/Week

Overtime/Commission/Allowances …….

Period of Notice required to leave present post …….

Are you a member of a superannuation (pension) scheme? …… If so, which? …….

PREVIOUS EMPLOYMENT (In chronological order, starting with most recent post and accounting for any gaps)

Name and location of employer	Dates		Position held, reason for leaving, etc.
	From	To	

EDUCATION (In chronological order, with the most recent first)

Name of School and College if applicable	Dates		Full or Part Time	Qualifications or Courses Studied	Passed (Grade)
	From	To			

STATEMENT IN SUPPORT OF APPLICATION [max. 650 words]
Please make clear reference to the job description: main responsibilities and the essential skills required for this post, when writing your supporting statement.

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OUTSIDE INTERESTS (Interests, hobbies, sports, membership of organisations)

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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)? Also please see statement below for more information on the Exceptions Order. **Please circle/tick/highlight/indicate as appropriate.**

Yes

No

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.

All guidance and criteria on the filtering of these cautions and convictions can be found in the DBS filtering collection. https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide

REFEREES (References will normally be taken up after interview)
Give names, contact details and status of two persons willing to provide confidential reports on request. One of these persons should normally be your present or most recent employer.

1…… 2. ……
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Telephone number and email address should be included.

DECLARATION BY APPLICANT
I certify that all sections of this form have, to the best of my knowledge, been accurately completed and that I am in possession of the certificates that I purport to hold.

Signature …… Date……

On completion, this form should be returned to Vanessa Wells v.wells@holburne.org or posted to: Vanessa Wells, The Holburne Museum, Great Pulteney Street, Bath, BA2 4DB, to arrive by 9am on Monday 5 June

Interviews will take place on Monday 19 June