**Application form**

**Please complete and return this form AND the recruitment monitoring form by email to the following address: bsmcurator@gmail.com**

Applications must reach us by no later than 12 noon on 21 May 2021. All applications will be acknowledged.

[ ]  **I confirm I am between the ages of 18 and 24, am registered for Universal Credit and have been referred by my Job Centre work coach.**

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| Role applied for | Museum Assistant |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone number |  |
| Email address |  |

**QUESTIONS**

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| Why do you want to work here? (Your answer should be no more than 200 words.) |
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**EDUCATION**

Tell us about your education.

* If you left school with qualifications, what were they and what were your grades?
* If you undertook further study (e.g. college, university), where did you do this and what did you study?
* Do you have any other qualifications or have you done other training you'd like to tell us about?

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**WORK HISTORY**

Please tell us about any jobs or volunteer work you may have done.

Tell us:

* what you did
* the dates you started and finished the job

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**OTHER**

Is there anything else you want to tell us or think we should know?

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**REFERENCES**

Please provide details of a person not related to yourself who is able to provide a reference about your suitability for this job, for example teacher, volunteer supervisor or employer.

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| --- | --- |
| Name of referee |  |
| How do they know you? |  |
| Phone number |  |
| Email address |  |
| Can we contact them before offering you a placement | Yes / No (Delete as appropriate) |

**DISCLOSURE OF CRIMINAL CONVICTIONS**

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| The presence of a criminal record will not necessarily prevent employment but failure to disclose convictions will result in instant dismissal. Please make the following declaration and tick the appropriate box. |
| [ ]  I have nothing to declare. |
| [ ]  I have information to declare and I have attached a sealed envelope containing details. |

**DISABILITY**

We will make reasonable adjustments to the recruitment and selection process (and to the job for successful candidates) if you let us know what your requirements are. The Equality Act 2010 defines a disabled person as anyone who has, or has had, a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities. Taking this information into account, please let us know if there is anything we can do to make a more comfortable interview if you are shortlisted.

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**DECLARATION**

To the best of my knowledge and belief, the information given in this application is accurate. I understand that if I am appointed to this role, and it is later discovered I have given false information, the training agreement could be ended immediately.

By completing this form, I accept that my data will be shared and processed by the organisations taking part in the Museum of East Anglian Life Kickstart consortium scheme as well as with appropriate government agencies.

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| Signed (type in your name if submitting digitally) |  |
| Date |  |