



**Wirksworth  
Heritage  
Centre**



## Application for Employment

APPLICATION FOR THE JOB OF: \_\_\_\_\_

Personal Details	
Surname:	First name(s):
Contact Address:	Postcode:

Contact Details	
Contact phone number:	Work:
Mobile phone number:	Email:

Are any staff or trustees of the heritage centre personally known to you?      Yes  No

If yes, please provide details:

Do you hold a full, clean driving licence?      Yes  No

Current or Most Recent Employment (paid or unpaid)	
Name & address of employer:	Job Title:
Type of business	
Date of appointment to this organisation or this job	Annual salary or hourly rate of pay (£)
Period of notice required (if employed):	When did you leave (if not employed)?

Briefly outline your key responsibilities:

What was your reason for leaving or for now seeking alternative employment?

**Education, Qualifications, Training & Professional Membership** (most recent first)

**A. Please give details of all qualifications obtained or any currently being undertaken.**

Name of school, university, college etc.	Qualification level	Subject	Grade obtained

**B. Please give details of any relevant work related training you have undertaken.**

Course title	Subject(s) covered	Course date

**C. Please give details of any relevant membership of professional bodies, including level of membership and the date membership was obtained.**

Professional body	Membership details	Date obtained

**Previous Employment (paid or unpaid) (most recent first)**

Name of organisation	Job title	Dates of employment (from – to)	Salary	Reason for leaving

Please include above, details of any periods when you were not in employment (e.g. because of travel, child care or unemployment).

**Relevant Experience and Competencies**

When completing this section it is important that you clearly demonstrate how you meet the requirements of the Person Specification. Your chances of being shortlisted will be improved if you present this information specifically to address the requirements of the job for which you are applying, rather than using non-specific or pre-prepared information. Please note that we do not accept CVs in lieu of completed application forms.

**Describe how your experience, aptitudes and abilities demonstrate your competency against each criterion.**

**EXPERIENCE**

(max. 500 words)

**APTITUDES / ABILITIES**

(max. 500 words)

**Describe below any relevant additional skills, competencies, experiences, knowledge, you think are relevant to the job. (max. words 500)**

## References

Please give details of two referees (not related to you). If you have worked, one referee **must** be your current or most recent employer. If you are in, or have just finished full-time education, one referee should be from your school or college. The other referee should be someone who can express a professional opinion on your work and your ability to perform the job for which you are applying.

### First Reference

Name:

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Second Reference

Name:

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

May we request a reference:

At any time?

Yes

Only after offer of employment?

Yes

May we request a reference:

At any time?

Yes

Only after offer of employment?

Yes

## Right to Work in the UK

In order to comply with the Immigration, Asylum, and Nationality Act 2006 it is necessary to see proof of your right to work in the United Kingdom. If proof is required, we will request it once an offer of employment had been made and before you take up employment. However, if you require a work permit in order to work in the United Kingdom please indicate by ticking this box.

## Declaration

I declare that the information contained in this application is correct. I understand that if I have deliberately provided false information or withheld relevant details, this could lead to disqualification from appointment or dismissal without notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_