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| **Applicant Information** | | | | | |
| **Position applied for:** | **Human Resources Officer** | | | **Ref:** | **HROff(2)/2016** |
| **Personal details** | | | | | |
| **Title (Mr/Mrs/Ms/Other):** |  | **Surname:** |  | | |
| **Forenames:** |  | | | | |
| **Current address:** |  | | | | |
| **Day time tel. number:** |  | | | | |
| **Evening tel. number:** |  | | | | |
| **Other details** | | | | | |
| What is the notice required in your present post? | | | | | |
| Is your present post your sole regular employment? | Yes | | No | | |
| Are you a British subject or a national of any EU country? | | | | | |
| If not, do you have the right to work in the UK and a current work permit? | | | | | |
| If so, please state the expiry date of your right to work in the UK and/or your work permit. |  | | | | |
| Where did you see the advertisement for the post? | | | | | |

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| **Disabilities** |
| The museum welcomes applications from disabled people. Please indicate below if there is anything that we need to do or take into consideration to ensure that the shortlisting process is fair in relation to people with disabilities.  Shortlisted candidates for interview will be asked if any special adjustments for the interview are required. There will also be an opportunity at the interview to discuss any adjustments to the workplace or working arrangements that may be required to enable you to carry out your duties if you are recruited. |

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| **Convictions**  Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.    Please provide details below if applicable: | |
| The museum may ask you at a later stage in the recruitment process for your consent to checks being carried out to verify the qualifications you state you possess. | |
| **References**  Please give the details of two referees, stating how long you have known them. (One should be your current or most recent employer.) References for shortlisted candidates may be taken up before interview unless you request otherwise. | |
| **1. Name:** | **2. Name:** |
|  |  |
| **Name of company & address:** | **Name of company & address:** |
|  |  |
| **Email:** | **Email:** |
|  |  |
| **Telephone number:** | **Telephone number:** |
|  |  |
| **Occupation & relationship to you:** | **Occupation & relationship to you:** |
|  |  |
| **Time known:** | **Time known:** |
|  |  |
| **May references be taken up before interview?** YES/NO | **May references be taken up before interview?** YES/NO |

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| **Data protection**  Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them.  I hereby give my consent to the Design Museum processing the data supplied in this application form for the purpose of recruitment and selection.  **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct.  Employee's signature: Date:  Note: Any false, incomplete or misleading statements may lead to dismissal. |

**Please complete this form and submit together with your CV and covering letter to applications@designmuseum.org**