

FLEET AIR ARM MUSEUM

APPLICATION FORM

Application Details

Position applied for

Full Time Part Time Seasonal

Dates available to start from/to

Personal Details

Surname Forename(s)

Any previous name used

Title (Mr/Mrs/Miss etc) Sex: Female Male

Address..... NI No

..... Home Tel No

..... Mobile Tel No

Postcode Email

Do you have eligibility to work in the UK? Yes No Residency /Work Permit

Please give details if appropriate:

Do you consider yourself to have any special needs/disability? Yes No

If Yes, please let us know what arrangements we may need to make to assist you in attending interview and/or working at the Museum:

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Education

Please give full details of schools/colleges/universities attended since the age of 11 with qualifications attained and full details of any training completed since leaving full-time education. **Please continue on a separate sheet if necessary.**

From (date)	To (date)	Name & Address of school/college/university/training establishment	Qualifications gained

Employment History

Starting with your present/last occupation, please give details of all your employment history in the columns provided. Please include any part time or voluntary work as well as full time employment, include start and end dates, any explanations for periods not in employment if appropriate, and reasons for leaving employment. If you would like to give fuller details, please feel free to continue this section on a separate sheet.

Dates – From/To	Name, Address and tel.no of Employer	Position held and main responsibilities	Reason for leaving

NOTICE PERIOD REQUIRED FROM CURRENT EMPLOYER:

Additional Information

Please state additional information that would be relevant to the position being applied for which would support your application, such as areas of responsibility, education, and relevant skills and any previous experience. **Please feel free to continue on a separate sheet if necessary.**

Leisure Interests/Hobbies

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Other Information

1. If successful, will this be your only form of employment? Yes No
If 'no', please give details of any other employment

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2. Have you previously worked for the Fleet Air Arm Museum/ Fleet Air Arm Museum Trading Limited ? Yes No

If 'yes', please state: From To

Job title

Reason for leaving

3. Do you have any relatives/friends working for us? Yes No

If 'yes' please state: Name Relationship

Other Personal Information

Because of the nature of the employment, all convictions, including those deemed to be spent under the terms of the Rehabilitation of Offenders Act 1974, need to be disclosed. Ex-offenders will be considered on an individual basis and the nature of their offence will be taken into account in the recruitment decision.

1. Have you been convicted of any criminal offences? Yes No
If 'yes', please supply details on a separate sheet

2. Due to the nature of our business some positions may require an Enhanced Disclosure check via the Criminal Records Bureau. If your application is successful do you agree to this check? Yes No

NB: A CRB Disclosure that has been unsuccessful may result in the offer of employment being withdrawn.

3. Have you ever received a police caution? Yes No

4. Are you facing any criminal prosecution? Yes No

NB: Once employed by the organisation/company an employee must inform us of any criminal prosecutions, convictions or cautions. Failure to do so may result in disciplinary action, up to and including dismissal.

5. The Fleet Air arm Museum/The Fleet Air Arm Museum Trading Limited operates a Drug Misuse Policy:
Do you agree to undergo pre-employment, random or 'for cause' drug testing? Yes No

Choose one word which best describes you:

Referees

Please provide the names and addresses of two people that we can write to for employment references. It is our policy to collect references from your last employer. If you have not worked during this period, please provide details of two people who have known you for at least two years and who would give you a personal reference. These must not be family members. If you have recently finished studying, one of the referees should be a tutor or a head teacher. **All employment offers are subject to receipt of satisfactory written references.**

REFEREE ONE	REFEREE TWO
Name	Name
Position	Position
Address	Address
.....
.....
Postcode	Postcode
Tel No	Tel No
Email:	Email:
Type of Business :	Type of Business :
May we approach this person now? Yes <input type="checkbox"/> No <input type="checkbox"/> (If No, when may we approach them?)	May we approach this person now? Yes <input type="checkbox"/> No <input type="checkbox"/> (If No, when may we approach them?)

IMPORTANT DECLARATION

I understand that the Fleet Air Arm Museum/Fleet Air Arm Museum Trading Limited may hold information about me for personnel reasons. This can be stored in both manual and/or computer form. Any information contained on this form may be released to my Manager at any time.

I confirm that the information on this form and any attachments are correct and complete, and gives a fair representation of my qualifications and experience. I understand that any information discovered to be incorrect may result in the application being rejected, termination of any agreements made and possible referral to the Police.

Signature: Date:

ONCE COMPLETED AND SIGNED, PLEASE RETURN THIS APPLICATION FORM BY POST OR EMAIL TO:

HR Department, Fleet Air Arm Museum, RNAS Yeovilton, Somerset BA22 8HT OR
email: clairret@fleetairarm.com

(Any queries, please telephone Mrs Claire Taylor, HR Officer, on 01935 842606)

Equal Opportunities Monitoring

The Fleet Air Arm Museum/Fleet Air Arm Museum Trading Limited is an equal opportunities employer. We do not discriminate on the grounds of race, colour, nationality or ethnic origin, nor on grounds of sex, sexual orientation, marital status, religion, political views, disability, age or trade union membership. You will be issued with our Equality Policy in our Staff Handbook on appointment. To ensure that our Policy is as effective as possible and for the purposes of equal opportunities and diversity monitoring, please answer the following:

1. I would describe my race or cultural origin as (*please tick one box only*):

- White Black Caribbean Black African Black other
 Irish Indian Pakistani Bangladeshi Chinese Asian

Any other race or ethnic group

2. My sex is: Female Male

3. My age is in the band: 0-17 18-20 21-39 40+

4. Do you consider yourself to have a disability? Yes No

If Yes, please give details:

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Vacancy Source

Position applied for:

Name:

Where did you hear of this vacancy? *(please tick all that apply)*

- The Museum website (www.fleetairarm.com)
- From a staff member
- Newspaper advertisement – which one?
- Job Centre – which location?
- Other – please state

Please tick the box if you do not wish us to contact you should a similar position become available in the future (if applicable)

HR/9/2010