

# THE ROYAL SIGNALS MUSEUM

## EMPLOYMENT APPLICATION FORM

Job Applied For

### Personal

Preferred Title

Mr/Miss/Ms/Mrs/Other  
*(please specify)*

Surname

Forenames

Preferred Name

Home Address

National insurance number

Do you have a current driving licence?

Yes/No\*

Daytime telephone number

May we contact you there?

Yes/No\*

Evening telephone number

May we contact you there?

Yes/No\*

Mobile telephone number

E-mail address

Have you been employed by the Royal Signals Museum previously?

Yes/No\*

If yes, in what position and when?

Are you related to anyone connected with the Royal Signals Museum (including board members)?

Yes/No\*

"Related to" is not limited to blood relatives or marriage, but any form of close relationship, including co-habitation.

*If yes please give full details on a separate sheet and send with your application.*

### ASYLUM AND IMMIGRATION ACT 1996

Do you have permission to work in the UK?

Yes/No

You may be asked to supply evidence

### Most Recent Employment

Current (or most recent) Employer's Name

Address

Job Title

From

To

Notice Period

Salary/Hourly Rate/Benefits

*Please give a brief description of your main duties and responsibilities including your reasons for looking for another job.*

**Previous Employment (most recent first)**

Name & Address of Employer

From

To

Job Title, Main Duties and Reason for Leaving

Name & Address of Employer	From	To	Job Title, Main Duties and Reason for Leaving

## **Skills, Abilities and Experience**

Please tell us about any skills, abilities and experience you consider to be relevant to this position taking care to relate to the person specification provided for this post.

*Please attach extra sheets if you need to.*

## Education Including Professional Qualifications

Secondary School/College/University

From

To

Qualifications Achieved

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## Membership of Professional Organisation or Trade Association

Please give details of any professional organisation or trade association of which you are a member including level of membership.

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## Practical Training

Please list any training courses you have attended, especially courses relevant to the job for which you have applied.

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## Voluntary Positions

Please give details of any voluntary positions held

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## Health

Is there anything about your medical history or state of health that is relevant to this application?

Yes/No\*

*If yes, please give details. This information will be treated as confidential and will not necessarily preclude you from employment.*

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How many days sickness have you had in the last 2 years?

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*Please note that you may be required to attend a medical examination during your employment.*

## Rehabilitation of Offenders

The nature of the work involved in the position for which you are applying may bring you into contact with vulnerable people or information about vulnerable people. Therefore it is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions Orders) 1975. This means that you are NOT entitled to withhold information relating to any convictions you may have had.

Do you have any convictions?

Yes/No\*

If yes, please give full details on a separate sheet and send with the application. This information will be treated as confidential and will not necessarily preclude you from employment.

*\*Delete as applicable*

## References

Please give the name and address of two referees, one of who should be your present or most recent employer. If you have not been employed please provide the name of someone who can comment on your suitability for this position. Referees should not normally be relatives or friends. If this does not cover a three year unbroken period, please supply further details of referees on a separate piece of paper.

Present or Last Employer		Previous Employer	
Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Telephone No.	<input type="text"/>	Telephone No.	<input type="text"/>
Position	<input type="text"/>	Position	<input type="text"/>

May we approach these referees without further reference to you?

Yes/No\*

*\*Delete as applicable*

I declare that to my knowledge, the information on this application and submitted on any accompanying documents is full and correct. I understand that if I have given false or misleading information on this application, the Royal Signals Museum may dismiss me if I am appointed. In accordance with the Data Protection Act 1998 as part of this application you give the Royal Signals Museum permission to collect, retain and process information about you. This information will only be used so that we can monitor our compliance with the law and best practice in terms of equal opportunity and no-discrimination. If your application is unsuccessful it will be kept for 12 months and then confidentially destroyed. If you are employed by the Royal Signals Museum, this application will be retained on your personal file for the duration of your employment.

Signed	<input type="text"/>	Date	<input type="text"/>
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Please return this form to:

**Maj (Retd) Ian Greig**  
**RHQ Royal Signals**  
**Griffin House**  
**Blandford Camp**  
**Dorset**  
**DT11 8RH**

**Tel 01258 482082**

# Equal Opportunities Monitoring Form

Name  Job Title

Royal Signals Museum is an Equal Opportunities employer and as part of our equal opportunities policy we are committed to personnel policies which do not discriminate on the grounds of ethnicity, race (travellers and white minority groups are included within these definitions), gender, marital status, sexual orientation, disability, age and religion.

As part of this commitment, we monitor all job applications to ensure that we are attracting and selecting applicants from all sections of the community. It is for this reason that we would like you to complete this form. The information collected will help us to evaluate our effectiveness as an equal opportunities employer and will only be used for that purpose.

This form will be detached and kept separately from your job application and will be anonymous. The recruitment panel will not see it at any stage during the short-listing or interviewing process and the form is NOT part of the selection process.

If you feel that you want to fill in the questions on sexuality, age or disability, please do, but you do not have to. Please tick, as appropriate and as far as you are willing.

## We examine applicants regardless of your ethnic or racial origin.

### How would you describe your racial origin?

White British  White Irish  \*White Other  Black Caribbean  Black African   
\*Black Other  Chinese  Indian  Pakistani  Bangladeshi   
\*Asian Other  White & Black Caribbean  White & Black African  White & Asian  \*Mixed Other   
Rather not say

\*Any other – please specify

## We are not required by legislation (Employment Equality (Religion or Belief) Regulations) to collect data on our employees' religions. However, as an organisation committed to equality and diversity we wish to take seriously our employees' held beliefs and are committed to ensuring where practicable that work does not conflict with practising that belief.

Please state your religion or belief

Are there any special requirements that you need in order to practice your religion or belief?

## Your gender or sexuality will not influence our attitude towards your application.

### My gender is:

Male  Female  Transgender  Rather not say

### My sexual orientation is:

Heterosexual  Gay man  Lesbian  Bi-sexual  Rather not say

### My status is:

Single  Married  Divorced  Widowed  Separated   
Living With Partner

### My age is:

16-20  21-30  31-40  41-50  51-60   
61-64  65 or over  Rather not say

## We will interview all disabled applicants that meet the selection criteria or could do so with "reasonable adjustment".

Do you consider yourself to have a disability?

Yes  No  Rather not say  If yes, please give details

If you have a disability please tell us about any adjustments we may need to make to assist you at interview

## How did you hear of this vacancy?

Newspaper/publication  If so, please specify media

Job Centre  Agency  Internet  Which internet site?

Other  Please specify

Thank you for taking time to complete this form. All information will be treated in the strictest confidence. If your application is unsuccessful it will be kept for 12 months and then confidentially destroyed.