

**CONFIDENTIAL APPLICATION FOR EMPLOYMENT**

Hertford House, Manchester Square, London W1U 3BN

Email: [recruitment@wallacecollection.org](mailto:recruitment@wallacecollection.org)

Please complete the form and return it by post or e-mail to the HR Department by application closing date

**PLEASE DO NOT ATTACH A CV TO THIS APPLICATION FORM**

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| TITLE:  MS □ MR □ MISS □ MRS □ Other □ Please specify: | |
| FIRST NAME  SURNAME | TELEPHONE  E-MAIL |
| HOME ADDRESS | |

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| EDUCATION AND TRAINING IN ALL THE SECTIONS ON THIS PAGE, IF QUALIFICATIONS WERE OBTAINED OUTSIDE THE UK, PLEASE GIVE AN INDICATION OF THE LEVEL  If appointed, you may be asked for proof of your qualifications. | | | | | |
| ACADEMIC EDUCATION & QUALIFICATIONS (IN CHRONOLOGICAL ORDER) | | | | | |
| **Subject** | | | **Results or grade** | | **Year** |
|  | | |  | |  |
| FURTHER OR HIGHER EDUCATION Give details of colleges, polytechnics and universities attended specifying dates, qualifications and courses. | | | | | |
| **Dates** | **College or university** | **Course** | | **Qualification achieved** | |
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| POSITION APPLIED FOR: HR ASSISTANT | **APPLICANT NO.** (office use only) |

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| DO YOU HAVE ANY WORK PERMIT RESTRICTIONS? YES NO  If yes, please explain the situation:  If appointed, you will be asked for proof of your right to work in the UK. |

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| DATES NOT AVAILABLE FOR INTERVIEW | IF APPOINTED, WHEN COULD YOU TAKE UP THE POST? |

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| FROM WHICH PUBLICATION OR OTHER SOURCE DID YOU LEARN OF THIS POST? |
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| **CURRENT OR MOST RECENT EMPLOYMENT** |

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| --- | --- | --- |
| FROM MONTH AND YEAR | NAME & ADDRESS OF EMPLOYER | POSITION HELD, NATURE OF WORK AND REASON FOR LEAVING OR WANTING TO LEAVE |
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| CURRENT (OR MOST RECENT) SALARY AND BENEFITS: |

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| PREVIOUS POSTS HELD **GIVE DETAILS OF YOUR PREVIOUS EMPLOYMENT, STARTING WITH THE MOST RECENT**  **(continue on a separate sheet if necessary)** | | | |
| FROM  MONTH/YEAR | TO  MONTH/YEAR | NAME AND ADDRESS OF EMPLOYER | POSITION HELD, NATURE OF WORK, AND REASON FOR LEAVING |
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| MEMBERSHIP OF PROFESSIONAL BODIES |
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| FURTHER SKILLS Give details of any other skills and qualifications you have (e.g. word processing, computers, publications, languages etc) which are relevant to your application. (Continue on a separate sheet if necessary.) |
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| REFERENCES  * PLEASE GIVE THE NAMES OF TWO EMPLOYER REFEREES COVERING THE PAST FIVE YEARS – ONE OF WHICH MUST BE YOUR CURRENT OF MOST RECENT EMPLOYER. * IF YOU HAVE JUST LEFT FULL TIME EDUCATION AND CANNOT PROVIDE AN EMPLOYER REFERENCE, PLEASE INCLUDE THE NAME AND ADDRESS OF ONE OR TWO ACADEMIC REFEREES. * CONTINUE ON A SEPARATE SHEET IF NECESSARY. | | | |
| NAME:  JOB TITLE: |  | NAME:  JOB TITLE: |  |
| ADDRESS |  | ADDRESS |  |
| DATES EMPLOYED |  | DATES EMPLOYED |  |
| TELEPHONE |  | TELEPHONE |  |
| E-MAIL |  | E-MAIL |  |
| RELATIONSHIP TO REFEREE |  | RELATIONSHIP TO REFEREE |  |
| PLEASE STATE CLEARLY ABOVE IF YOU HAVE A RESERVATION ABOUT OUR APPROACH TO ANY REFEREE | | | |

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| **ANY TIME NOT ACCOUNTED FOR ABOVE (BECAUSE OF, FOR EXAMPLE, UNEMPLOYMENT, TRAVEL ETC)** |

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| --- | --- | --- |
| FROM  MONTH/YEAR | TO  MONTH/YEAR | REASON |
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| **INTERESTS AND HOBBIES**  Please give details of your hobbies, interests and other social activities that you enjoy. |
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| **REHABILITATION OF OFFENDERS ACT** |
| Please complete this section only if you have a criminal conviction which is not considered as spent under the rehabilitation of offenders act. Disclosure of a conviction does not automatically exclude applicants for consideration. The Offence will be taken into account if it is considered to be one which would make you unsuitable for the type of work to be done. The Wallace Collection welcomes applications from ex-offenders as part of its equal opportunities policy.  Many of our posts, for example those concerned with working directly with young people or handling considerable sums of money, involve work where an ex-offender might be in a potentially vulnerable position unless consideration of the person’s background has been made from the outset. For this reason we ask you to give details of any criminal conviction which is not considered spent under the Rehabilitation of Offenders Act 1974 (as amended).  The information you provide will be treated as strictly confidential and will be considered only in relation to the job you are applying. |
| NATURE OF OFFENCE(S) |
| DATE SENTENCED PASSED |
| SENTENCE(S) OR ORDER(S) GIVEN BY THE COURT |
| NAME AND ADDRESS OF COURT |
| PERSONAL STATEMENT AND ADDITIONAL INFORMATION PLEASE EXPLAIN WHY YOU ARE APPLYING FOR THIS JOB AND HOW YOUR SKILLS, EXPERIENCE AND ACHIEVEMENTS ARE **RELEVANT TO THE JOB**. (Continue on a separate sheet if necessary.) | |
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| PLEASE SIGN AND DATE YOUR APPLICATION I declare that I have completed this application truthfully and understand that I will be liable to disqualification or dismissal should any of the information later be found to be false.  SIGNATURE........................................................... DATE..............………….......  **(Applications sent by electronic return will be considered signed and dated as per the email return.)**  Please complete the form and return it by post or e-mail by the closing date to:  HR Department, Wallace Collection, Hertford House, Manchester Square, London W1U 3BN  or email to [recruitment@wallacecollection.org](mailto:recruitment@wallacecollection.org)  The Wallace Collection complies with the provisions of GDPR and the Data Protection Act 1998, which defines *personal data* as information that relates to a living individual who can be identified from that data: this includes opinions about an individual. By signing the application form or submitting it to us by email, you give your consent for the museum to process sensitive and other personal data for the purposes of recruitment and selection, including the taking up of references. | |