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| **Position details** |
| Position applying for |  |
| How did you find out about this position? |  |

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| **Your details** |
| Title: Forename(s): Surname: Address: Postcode:  | Home telephone number: |  |
| Mobile telephone number: |  |
| Email address: |  |
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| **Declarations** |
| Are you a UK, European Community (EC) or European Economic Area (EEA) National? **** Yes **** No |
| If not, do you have the right to work in the UK and hold a work permit? Please provide details including any visa restrictions currently in place.  |
| Do you hold a full UK driving license? **** Yes **** No |
| Have you ever been convicted of a criminal offence? **** Yes **** No If yes, please provide details of any convictions.  |
| **Your experiences** |
| Please use this section to detail relevant experience that evidences your ability to fulfil the job description. Please include paid and voluntary positions and note them within ‘position and responsibility’. Please start with your most recent position and work backwards. Please feel free to add rows where applicable. |
| **Dates** | **Organisation** | **Position and responsibilities** | **Reason for leaving** |
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| **Education and qualifications** |
| **Dates** | **Educational organisation** | **Qualifications and subjects studied** | **Grades**  |
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| **Additional courses and skills** |
| Use this section to outline any additional courses you have attended outside of formal education, or as part of your professional development, and any professional memberships held |
| **Course/ membership** | **Brief details** | **Date** |
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| **Supporting personal statement** |
| Please read the job description and person specification in full before completing this section. Use this section to outline how your knowledge, skills and experience make you suitable for this position. Give examples of how you have demonstrated the skills & experience we have outlined.  |
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| **Statement** |
| Please sign below to confirm that you have completed this application honestly and as thoroughly as possible.  |
| Signed: |  |
| Date: |  |

Please return this completed application to:

Charlotte Morgan, Museum Manager

Preferably by email: manager@cynonvalleymuseum.wales

Or by post to: Cynon Valley Museum

Depot Road

Aberdare

CF44 8DL

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| **Equality and diversity** |
| The Cynon Valley Museum Trust wants to meet the aims and commitments set out it its equality and diversity policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of its workforce in encouraging equality and diversity. We need your help in order to do this but filling out this form is voluntary. All information collected in this form will be confidentially in accordance with the Data Protection Act 1998 stored and only accessible by staff and Trustees working on recruitment.  |
| Gender monitoringWould you describe yourself as Male Female Prefer not to say |
| Marital status monitoringAre you married or in a civil partnership? Yes No Prefer not to say |
| Age monitoring16 – 24 25 – 34 35 – 44 45 – 54 55 – 64 65 + |
| Ethnicity monitoringWhite Pakistani Chinese Arabic Black Caribbean Bangladeshi Indian Black African Black other  Mixed Other  |
| Disability monitoringDo you consider yourself to have a disability? Yes No Prefer not to sayIf yes, is there any extra support you anticipate requiring in order to fulfil your potential at work? |
| Sexual orientation monitoringHeterosexual Gay/lesbianBisexual Prefer not to sayOther  |
| Religion and beliefs monitoringNo religion or belief Buddhist Christian Hindu Jewish Muslim Sikh Prefer not to say Other  |

# How we hold your data

We keep on file information from this application form and equal opportunities form. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 12 months; anonymised data will be kept for monitoring purposes.

# Enquiries?

We welcome contact from prospective applicants. Please contact Charlotte Morgan (manager@cynonvalleymuseum.wales) if you would like to discuss the role and the specification ahead of making an application.

# To apply

Please complete an Application Form and return to: Charlotte Morgan, Museum Manager, via email by **midday 17th July.** Applications will only be accepted via email. Email: manager@cynonvalleymuseum.wales.

Interviews will be held 22nd July 2020. Second interviews (if necessary) will be held 24th July 2020. These interviews will likely be held via zoom. Please indicate in your covering email if you will be unable to attend interviews on this dates.

Candidates will be invited for interview by 5pm on 20th July.

# Accessibility

Please contact Charlotte Morgan on manager@cynonvalleymuseum.wales if you have any accessibility requirements to make your application.

Please let us know when you submit your application if you have any additional requirements for interview. It is important to us that our recruitment process is accessible to all.