



Please complete this form electronically (handwritten forms will not be accepted).

Please also complete and return the attached Equal Opportunities Form (this will be separated from the application form, and not communicated to the selection panel)

Recruitment Application Form	
Post applied for:	
Where did you see the job advertised?	
Contact Details	
First Name:	
Surname:	
Address:	
Postcode:	
Daytime phone number:	
Evening phone number:	
Mobile phone number:	
E-mail:	

Applicant Details	
Current or most recent position:	
Organisation:	
Current salary (£):	
Date appointed:	
Leaving Date (If applicable):	
Main responsibilities and reason for leaving:	

Secondary Education (Institution(s) attended, certificates gained, listing subjects and level of pass)

Further Education (University or College attended, qualifications)

Professional qualifications or membership of relevant institutions, etc.	
Institution	Membership Type

Work Experience (Present or most recent employment)				
Employer's name and address	Job Title and Principal Responsibilities	Length of employment	Reasons for leaving/ wanting to leave	Final salary (£)

Previous Work Experience				
Employer's name and address	Job Title and Principal Responsibilities	Length of employment	Reasons for leaving/ wanting to leave	Final salary (£)

Achievements

Please explain your main achievements and detail how the skills, knowledge and experience you have gained from employment, training or voluntary work will enable you to achieve the objectives of this post.

Further Information	
Do you hold a full UK driving licence? (Y/N)	
State no. of penalty points, if any:	
What is your notice period?	
No. of days absence due to illness in last 12 months?	
Reasons for absence:	
Do you need a work permit to work in UK? (Y/N)	
Have you ever been convicted of a criminal offence? (Y/N) (Declaration subject to the Rehabilitation of Offenders Act)	If yes, please give details on a separate sheet
Any relevant interests and hobbies, please list:	

References (Please provide details for two references)	
Current or most recent employer	
Name and address:	
Job Title:	
Email Address:	
Telephone Number:	
May the referee be approached at any time? Yes/No (delete as applicable)	
Other employer or relevant person	
Name and address:	
Job Title:	
Email Address:	
Telephone Number:	
May the referee be approached at any time? Yes/No (delete as applicable)	
Please note referees should not be related to you in any way.	

I understand that if appointed Kilmartin Museum will take up the above references direct. I confirm that the information contained within this application is, to the best of my knowledge, correct and complete.	
Signature:	
Date:	

Please return this form and the Equal Opportunities Monitoring form by email to Jenny Pendreigh at jenny@kilmartin.org.