



Please complete this form electronically (handwritten forms will not be accepted). Boxes will expand as you type. 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:	

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

Previous Employment	
Job Title:	
Employer's name & address:	
Date of appointment and leaving:	
Main responsibilities and reason for leaving:	

Previous Employment	
Job Title:	
Employer's name & address:	
Date of appointment and leaving:	
Main responsibilities and reason for leaving:	

Previous Employment	
Job Title:	
Employer's name & address:	
Date of appointment and leaving:	
Main responsibilities and reason for leaving:	

Please copy and paste further Previous Employment details boxes here, if necessary.

Secondary Education

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

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Further Education

(University or College attended, qualifications)

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Professional qualifications or membership of relevant institutions, etc.

Institution	Membership Type

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?	
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.