



Please complete this form electronically (handwritten forms will not be accepted), save it as a PDF with a new filename in the format "Firstname\_Surname\_JobTitle\_Application" and return to [jenny@kilmartin.org](mailto:jenny@kilmartin.org) by the closing date/time. Applications submitted after the closing date/time cannot be considered. Boxes will expand as you type. Please also complete the online Equal Opportunities Monitoring Form, found at <https://forms.gle/6DwY4r2MDTPXmAnM9> (information provided is anonymous and will not be made available to any members of 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:	
Date appointed:	
Leaving Date (If applicable):	
Notice period:	
Main responsibilities, experience and knowledge gained:	
Reason for leaving (if applicable):	

Education		
(List qualifications in descending order starting with the most relevant)		
Institution and year/s attended	Qualification gained	Subject/s and result

Professional qualifications or memberships relevant to your application		
Organisation	Membership Type/Level	Member since

**Work History** – please include all previous employment. Entries for the last three years must include any time spent at school, college, university, career breaks, unemployment, volunteering or travelling/time spent abroad. These dates should run consecutively with no gaps in the three-year period prior to the date of your submitted application.

Previous Employment	
Job Title:	
Organisation/Employer:	
Date of appointment and leaving:	
Main responsibilities, experience and knowledge gained:	
Reason for leaving:	

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

### Supporting statement

Please provide further information in support of your application. Please include why you are applying for this job, how you consider you meet the essential criteria listed in the job description, and what previous experience and/or skills you can bring to this position.

Further Information	
Do you hold a full UK driving licence, or one valid in the UK? (Y/N)	
Do you need a work permit to work in the UK? (Y/N)	
Do you have any unspent convictions? (Y/N) (Declaration subject to the Rehabilitation of Offenders Act 1974)	If yes, please give details on a separate sheet
Any relevant interests and hobbies, please list:	

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

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. I agree to Kilmartin Museum storing and using my personal data for the purposes of the recruitment process only.	
Signature/e-signature:	
Date:	

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