



COWPER & NEWTON MUSEUM

Registered Charity no. 310521

CONFIDENTIAL

Application for the role of 'Museum Development Officer'

Personal Details	
Surname:	First name(s):
Contact Address:	
Contact phone number:	Work:
Mobile phone number:	Email:

Are any staff or Trustees of the Museum personally known to you? Yes No

If yes, please provide details:

Do you hold a full, clean driving licence? Yes No

Current or Most Recent Employment	
Name & address of employer:	Job Title:
Type of business (e.g. museum, local authority, arts institution):	
Date of appointment to this organisation or this job (if different):	Annual salary or hourly rate of pay (£):
Period of notice required (if employed):	When did you leave (if not employed)?
Briefly outline your key responsibilities:	
What was your reason for leaving or for now seeking alternative employment?	

Education, Qualifications, Training & Professional Membership (most recent first)

A. Please give details of all qualifications obtained or any currently being undertaken.

Name of school, university, college etc.	Qualification level i.e. GCSE	Subject	Grade obtained	Date obtained

B. Please give details of any relevant work related training you have undertaken.

Course title	Subject(s) covered	Course date

C. Please give details of any relevant membership of professional bodies, including level of membership and the date membership was obtained.

Professional body	Membership details	Date obtained

Previous Employment - Paid or Unpaid (most recent first)

Name of organisation	Job title	Dates of employment (from – to)	Salary	Reason for leaving

Relevant Experience and Competencies

When completing this section it is important that you clearly demonstrate how you meet the requirements of the Job Description, setting out details of relevant experience, knowledge and competencies.

State, in order, the essential competency, qualification or experience as detailed in the Job Description

Describe how your skills, knowledge and experience demonstrate your competency against each criterion.

Please continue on a separate sheet, if necessary.

Describe below any relevant additional skills, competencies, experiences, knowledge, you think are relevant to the job.

References

Please give details of two referees (not related to you). One referee **must** be your current or most recent employer.

First Reference

Name:

Address: _____

Telephone: _____

Email: _____

Relationship?

Second Reference

Name:

Address: _____

Telephone: _____

Email: _____

Relationship?

May we request a reference:

At any time? Yes

Only after offer of employment? Yes

May we request a reference:

At any time? Yes

Only after offer of employment? Yes

Disability

As defined by the Disability Discrimination Act, 1995, a disability is:

“A physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.”

Do you consider yourself to have a disability?

Yes No

Please state the nature of your disability:

Rehabilitation of Offenders Act, 1974

Please provide details on a separate sheet of any unspent convictions or cautions you have under the terms of the Rehabilitation of Offenders Act, 1974. Offences resulting in driving licence endorsements should be disregarded, unless holding a clean licence is a specific requirement of the job. Failure to disclose such information may result in dismissal or disciplinary action by the Museum. This information will be treated as confidential and will not necessary disqualify you from employment with the Museum.

Right to Work in the UK

In order to comply with the Immigration, Asylum, and Nationality Act 2006 it may be necessary to see proof of your right to work in the United Kingdom. If proof is required, we will request it once an offer of employment had been made and before you take up employment. However, if you require a work permit in order to work in the United Kingdom please indicate by ticking this box.

Declaration

I declare that the information contained in this Application is correct. I understand that if I have deliberately provided false information or withheld relevant details, this could lead to disqualification from appointment or dismissal without notice. I confirm that regarding the Data Protection Act (1998) I give consent to the processing of my data.

Signature _____

Date _____

Please return this form to: Amazing Grace 250, The Cowper & Newton Museum, Orchard Side, Market Place, Olney, MK46 4AJ
Email: admin@cowperandnewtonmuseum.org.uk
Website: www.cowperandnewtonmuseum.org.uk