**Job Application Form**

We’re delighted that you have decided to apply for a role at the **Museum of the Home**. We have designed this application form to ensure all candidates are asked the same information, providing a level playing field for candidates from all backgrounds. Please do not send a CV or cover letter as they will not be considered.

If you would like to request an alternative application format on disability grounds please contact us on [jobs@museumofthehome.org.uk](mailto:jobs@museumofthehome.org.uk)

Please read each section carefully and enter your answers on the column on the right hand side. If you need to add more rows, for instance to reflect the number of jobs you have had, simply click ENTER to the right of the end of the last row.

|  |  |
| --- | --- |
| 1. **Vacancy** | |
| **Vacancy you are applying for** |  |
| **Where did you see it advertised?**  Please mention the specific website or social media. |  |
| 1. **Personal details** | |
| **Title (optional)** |  |
| **Surname** |  |
| **Name** |  |
| **Telephone /mobile number** |  |
| **Email** |  |
| 1. **Have you worked or volunteered at the Museum of the Home in the last 24 months?**   Whether paid or unpaid, please let us have details if you have worked at the Museum. | |
| ***Yes/ No*** |  |
| **If you answered *Yes*, provide details** e.g. dates, role, project, team, etc. |  |
| 1. **Your motivation and match with the role requirements**   Your application will be matched to the job description so please refer to it to help identify the skills and experience we are looking for. | |
| **What appeals to you about this particular role?** |  |
| **What key skills, experience and achievements do you have that you think are relevant to this role, and why? Please remember to provide examples of how you have used or demonstrated those.**  You may refer to experience in your work – whether paid or unpaid, education or personal life. |  |
| Please state the **days of the week you are available for work.** |  |
| 1. **Your skills and experience**   Please start with your most current experience. This may be in work, education, volunteering, etc. | |
| **Role 1** |  |
| **Organisation** |  |
| **Dates to and from** |  |
| **Key responsibilities** |  |
| **Key skills used and learnt** |  |
| **Role 2** |  |
| **Organisation** |  |
| **Dates to and from** |  |
| **Key responsibilities** |  |
| **Key skills used and learnt** |  |
| **Role 3** |  |
| **Organisation** |  |
| **Dates to and from** |  |
| **Key responsibilities** |  |
| **Key skills used and learnt** |  |
| 1. **Gaps** | |
| **Please provide details of any gaps in employment or education history. Include dates to and from.** |  |
| 1. **Other skills and experience**   If you have any other relevant skills and experience not covered above you may provide details here. | |
| **Other 1** |  |
| **Dates to and from** |  |
| **Other 2** |  |
| **Dates to and from** |  |
| **Other 3** |  |
| **Dates to and from** |  |
| 1. **Additional information** | |
| **If there is any other information you would like to provide please type it in here.**  This includes any adjustments on grounds of a disability that you would like us to consider as part of your application. |  |
| 1. **Diversity and Inclusion** | |
| We are working hard to improve our diversity and inclusion and we ask that all candidates complete our [anonymous questionnaire.](https://forms.office.com/Pages/ResponsePage.aspx?id=Kf8QPcBW-EqwBmXLtwm2E1kBOUc9dlREtAbRVLITtt5UMU1VN1BNT0dFSTkzRTM1T1hPOU1JUURJTS4u) This will allow us to focus on specific areas and put actions in place. Your answers are not linked to your application and will not affect the selection process in any way. | |
| 1. **Declaration** | |
| By signing or entering my name in this application, I confirm that:   * The information I have given is to the best of my knowledge complete and accurate * I understand that incorrect statements may lead to withdrawal of a job offer or dismissal from employment * I understand that, if shortlisted, I may be required to go through a DBS checkunder the Museum’s safe recruitment policy if deemed appropriate for the role * I am eligible to work in the UK | |
| **Sign or print name** |  |
| **Date** |  |

Thank you for completing this application form.

Please save as a **Word** or **pdf** file and upload it via our online application portal.

Please do not send a CV or cover letter.