

HERITAGE LINCOLNSHIRE



Dear Applicant

Thank you for your interest in a position at the Heritage Trust of Lincolnshire. If you would like to be considered for an appointment to the Trust, please complete the application form and return it to the Office Manager at the address below or email to htladmin@heritagelincs.org. **Please complete each section of the form as fully as possible.**

Unfortunately due to the number of applications we receive we are not able to inform those candidates who have not been shortlisted for interview.

If you are shortlisted, you will normally be invited by email within three weeks of the closing date to attend an interview. We generally take up references *before* interviewing candidates, unless a request not to do so is clearly stated on the application form.

The decision of the interview panel is made on the basis of information given during the recruitment process and is final. All appointments are subject to the receipt of two satisfactory references and proof of the right to work in the UK.

New appointees are subject to a probationary period before the appointment is confirmed.

We look forward to receiving your completed application form, which will be given our full consideration.

Yours sincerely

Louise Doyle
Office Manager

**The Old School
Cameron Street
Heckington
Sleaford
Lincolnshire
NG34 9RW**

APPLICATION FOR EMPLOYMENT

This application form is used to assess your suitability for the position for which you are applying. Please complete it in full. The information given on this form will be treated in strict confidence.

POSITION APPLIED FOR:

SECTION ONE: PERSONAL DETAILS

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Other <input type="checkbox"/>	Please state _____
Surname					
First and middle names					
Home address					
Post code					
Email address			Telephone Daytime		
Telephone Evening			Mobile		

SECTION TWO: QUALIFICATIONS AND TRAINING

Level of Qualification	Subject	Name of Institution	Grade Awarded

Professional Qualifications/Membership of Professional Bodies	
Name of Professional Association or Institution	Grade of Membership

SECTION THREE: EMPLOYMENT HISTORY

List employers for the last three years, starting with your current or most recent one. Use an additional sheet if there is not enough space here. If you have not been in paid employment during that time, please supply details of your two most recent periods of employment.

Current or last Employer's Name	Date From	Date To	Job Title
Address			
Why did you/are you seeking to leave this employer?			

Previous Employer's Name & Address	Date From	Date To	Job Title
	Reason for Leaving		
Previous Employer's Name & Address	Date From	Date To	Job Title
	Reason for Leaving		
Previous Employer's Name & Address	Date From	Date To	Job Title
	Reason for Leaving		
Previous Employer's Name & Address	Date From	Date To	Job Title
	Reason for Leaving		

SECTION FOUR: SUPPORTING STATEMENT

With reference to the job description and person specification, please set out below evidence of your suitability for this post stating how your experience and skills gained through study, training, employment and other examples meet our criteria.

This additional page has been left blank for you (if you require it), to continue your supporting statement as to how you meet the criteria stated in the person specification.

SECTION FIVE: REFERENCES

Please give the names and addresses of two people who can provide an assessment of your suitability for this post. If you are currently employed, or have been employed, give your current or most recent employer. (We will only apply to your referees if you are selected for an interview).

Name	Name
Address	Address
Telephone	Telephone
Email	Email
In what capacity do you know this person?	In what capacity do you know this person?

If offered this post, when would you be able to begin work? _____

SECTION SIX: GENERAL INFORMATION

If offered this post, you will be asked to produce evidence of your right to work in the UK. The requirement is in line with the Asylum and Immigration Act 1996.

Do you need a work permit to take up employment in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, do you already have a work permit for your current employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
DFES number (if applicable)		

If appointed, do you have any business financial interests or other continuing employment which might conflict with the duties of this post?

Yes No If YES, please provide details _____

Please supply brief details of your interests and hobbies

Do you have a full current driving licence?

YES/NO

Is it free of endorsements?

YES/NO (if no, give details)

SECTION SEVEN: DECLARATION

STATEMENT ON DATA PROTECTION AND DATA PROCESSING

The Data Protection Act (1998) aims to ensure that all organisations that collect, process and store information about individuals do so correctly (i.e. people about whom information is collected know of its existence and how to correct it if it is wrong). As part of the Trust's management processes – and in order for the Trust to process your job application further – the Trust needs to collect process and store information about you as contained within the application form.

Personal information contained within the application form will only be used for the post applied for and no other purpose. The information will be kept confidentially by the Trust and only used by the interview panel for the purposes of selecting the best candidate for the job. If an applicant is not appointed, then his or her information will be destroyed.

If an applicant is appointed to the post, the Trust will maintain his or her information collected for pay, contract and management purposes, and not for any other purpose. Information will be held on computer and on paper record. Any member of staff has the right to request to see- and if necessary update and correct – the information held about them by the Trust by contacting the Office Manager.

Further processing of this application is conditional upon the applicant agreeing to the processing of data for standard purposes.

If it is discovered that you have given any information that you know to be false, or withhold any relevant information, your application may be rejected or any subsequent employment terminated.

I confirm that the information contained in this application is correct. I understand that any false information or deliberate omission will disqualify me from employment or will render me liable for dismissal. I also consent to the Data Protection statement detailed above.

Signature of applicant

Date