



Confidential Application for Employment

Events Programme Co-ordinator, Winterbourne Medieval Barn Trust (WMBT)

Please complete this form in **FULL** and return by post or email. Your CV may also be attached.

Please contact us if you would like this form in a different format, or applying in a different format would make this application accessible for you.

Please type or write clearly in black ink.

Personal Details (Please complete this section in block capitals)

Surname: Title: (Mr/Mrs/Ms/Miss/Other)

Preferred Pronouns*: (He/Him)(She/Her)(They/Them)(Other, please specify)(Prefer Not To Say)

Forenames:

Address:

Telephone: Mobile:

Email address:

Are you eligible to work in the UK? Yes No

Do you require a work permit/visa to take up work in the UK? Yes No

If so, do you have one? Yes No If Yes, when does it expire?

Employment History

Current or most recent job

Job title:

Employer's name and address:

Date started: Date left: Salary:
(Please specify if full time, or state part-time hours and pro rata salary)

Main responsibilities/achievements:

Continue on a separate sheet if necessary.

Education and Training

Applicants offered a post will be asked to verify their qualifications on appointment.

Please list all your secondary education, further and/or higher education and professional training

Name of establishment	Dates attended	Qualifications gained & date

Please give details of any other courses attended, including courses attended during employment:

Please give details of any membership you hold of professional bodies:

Supporting Statement

Please state your particular interest in this role and highlight the skills, knowledge and experience which are relevant to the job description and person specification and make you suitable for this position. Please provide examples. Continue on a separate sheet if necessary.

Other

Have you had any criminal convictions, which are not 'spent' convictions under the Rehabilitation of Offenders Act 1974 Yes No

If yes, please state the date(s) of conviction(s) and the nature of the offence(s):

Are you facing any criminal prosecutions? Yes No

If offered this position, would you continue to work in any other capacity or for another company?
Yes No

If yes, please give details:

References

Please give details of two referees, one of whom should be your current or most recent employer. They must not be family members. (Referees will only be contacted should you be offered and accept a position with us.)

Winterbourne Medieval Barn Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

First Referee Name (Current/most recent employer):

Company:

Address:

Telephone:

Email address:

Job title:

Capacity in which known you:

Second Referee Name:

Company:

Address:

Telephone:

Email address:

Job title:

Capacity in which known you:

Data Protection

WMBT reserves the right to collect, store and process personal data provided by you as part of your application for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if your application is successful.

Any data held about you will be kept securely with access restricted to those involved in dealing with your application and in the recruitment process. Individuals have the right of access to personal data concerning themselves.

Once the recruitment process is completed, data relating to unsuccessful applicants will be retained for a maximum of six months and then confidentially destroyed. If your application is successful, the data you

have provided during the recruitment process will be used for the purposes set out in WMBT's Employee Privacy Notice.

Declaration

I declare that the information given on this application form is, to my knowledge, true and complete. I understand that if it is subsequently discovered that any statements are false or misleading, my application will be disqualified or, if employed, may be grounds for dismissal.

If successful, I understand that I will need to provide evidence of my eligibility to work in the UK before I start work and I confirm that you may contact my referees as stated within this application form.

Signature:

Date:

Please note: *Candidates who submit applications electronically will be asked to sign a copy of this statement if invited to attend an interview.*

Please return this form by email to sue.parsons6@btinternet.com or by post, marked 'Strictly Confidential' to Sue Parsons, Chair of Trustees, Winterbourne Medieval Barn Trust, Winterbourne Medieval Barn, Church Lane, Winterbourne, Bristol BS36 1SE.