



WENTWORTH WOODHOUSE

♦ R O T H E R H A M ♦

Post Applied
for:

Available Start
Date:

Job Application Form

It is important that you read the job description before completing this application form. **CVs are not accepted**. Applications received after the closing date will not normally be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1 Personal details

Are you currently employed by or a volunteer at Wentworth Woodhouse Preservation Trust? Yes No

Have you been previously employed by Wentworth Woodhouse Preservation Trust? Yes No

If yes, please state your reason for leaving:

Surname:

First Name:

Title:

Preferred
name:

Address:

Postcode:

Letters Numbers

Letter

Home Telephone N^o:

National Insurance N^o:

Mobile Telephone N^o:

E-mail address:

Are you free to remain and take up employment in the UK with no current immigration restrictions? Yes No

Driving Licence – if relevant to post applied for. Yes No

Do you hold a full, clean driving licence valid in the UK?

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

Section 2 Present Employment

Present Employment (If now unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Salary:

Department / Section:

Brief description of duties:

Period of Notice:

Last day of service
(if no longer employed):

Reason for leaving:

Section 3 Previous Employment

Previous Employment (most recent employer first).

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Start Date:

Finish Date:

Reason for leaving:

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Start Date:

Finish Date:

Reason for leaving:

Section 3 Previous Employment continued

Previous Employment (most recent employer first).

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Start Date:

Finish Date:

Reason for leaving:

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Start Date:

Finish Date:

Reason for leaving:

Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
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School	Subjects	Qualifications and grades obtained
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Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration of Course
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Section 6 Personal Statement

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the Role Profile and Person Specification. If you are or have been involved in voluntary/unpaid activities, please also include this information.

Please note, WWPT reserves the right to short-list only those applicants who can demonstrate how they meet the criteria.

Section 7 **References**

If you are not currently employed by Wentworth Woodhouse Preservation Trust, please provide the required information of two persons not related to you, to whom references may be sent. Both of your referees must be either your current or previous employers (if applicable). Both should be able to comment on your ability to carry out the particular tasks of the job.

Please note your referees will not be contacted until you have authorised us to do so..

Reference 1

Name:

Position (job title):

Work Relationship:

Organisation:

Address:

Name:

Position (job title):

Work Relationship:

Organisation:

Address:

Reference 2

Telephone No:

E-mail:

Telephone No:

E-mail:

I certify that the above information is correct and understand that any false or misleading information, if proved, may result in no further action being taken on this application, or, if appointed, dismissal

Section 8 Recruitment Monitoring Form

Wentworth Woodhouse Preservation Trust is committed to ensuring that all eligible persons have equality of opportunity for employment and advancement in the Trust on the basis of ability, qualifications and aptitude for the work. To ensure the effective implementation of the Equal Opportunities Policy all applicants are requested to complete the following questionnaire. This questionnaire will be removed from your application form and will be strictly controlled in accordance with the Code of Practice on Monitoring agreed with Trade Unions. **This questionnaire will not be seen by either the short-listing or interview panels.**

Job applied for:

Personal details:

Date of birth:

Gender Identity:

Man

Non-binary

Prefer not to say

Woman

I use another term, please specify:

Do you consider yourself to be trans* or transgender?**

Yes

No

Unsure

Prefer not to say

* Trans can be used as an umbrella term to describe people whose gender is not the same as, nor does it sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms e.g. transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, crossdresser, genderless. The use of trans as an umbrella term may not be acceptable to all transgender people.

** Someone who intends to transition, is transitioning or has transitioned from the gender they were assigned at birth.

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

A. White

White UK

Irish

White non-UK

Any other White background
(please give details):

B. Black or Black British

Black Caribbean

Black African

Any other Black background
(please give details):

E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background
(please give details):

**C. Asian or Asian British
(please give details):**

Indian

Pakistani

Bangladeshi

Any other Asian background
(please give details):

D. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background
(please give details):

**F. I do not wish to provide
this information**

Family Status:

Married Single Divorced Separated

Widowed Cohabitant Civil partnership Dissolved civil partnership

Prefer not to answer

Other, please specify

Section 9 Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities.

Do you, in accordance with the above, have a disability? **Yes** **No**

If yes, please state nature of disability:

While the selection panel will be made aware that you have a disability for the purposes of operating the Guaranteed Interview Scheme, they will not know the nature of your disability or if you need any reasonable adjustments as part of the recruitment and selection process unless you advise them. Therefore, if you require any reasonable adjustments as part of the recruitment and selection process, please outline them:

Do we need to make any specific arrangements in order for you to attend the interview? **Yes** **No**

If yes, please give details:

If you wish to discuss any of this information further or you require any further clarification about the Guaranteed Interview Scheme, please feel free to contact our HR team on **01226 351161** and we will be happy to help. In addition, if you are aware of any adjustments that you will require, should you be successful in obtaining the job, please outline them:

Please send your completed application via email to:
HR@wentworthwoodhouse.org.uk

Persons with and without dependants:

If yes, please tick the relevant box(es) below- you may tick more than one box

Do you look after or are you responsible for caring for anyone? Yes No

If yes, please tick the relevant box(es) below- you may tick more than one box

Children Relative A person with a disability

Prefer not to answer

Other, please specify:

Sexual orientation:

What best describes your sexual orientation?

Bi

Gay/lesbian

Heterosexual/straight

Prefer not to say

I use another term, please specify:

Religious belief or tradition:

Please specify your religious belief, for example, Christian, Hindu, Muslim:

No religious belief

Not disclosed

Additional information:

To monitor the effectiveness of our advertising, please indicate where you saw this job advertised:

Facebook

Word of mouth

Arts Jobs

Job Centre

Other, please state where: