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| **INTERNAL VACANCY APPLICATION FORM**  For employees, casual workers and active volunteers  Please complete in full and email to: [gina.keohane@culturecoventry.com](mailto:gina.keohane@culturecoventry.com)  or complete in **black ink** and pass directly to Gina Keohane – HR Administrator | | |  |
| **VACANCY DETAILS – Please add the details for the role you are applying** | | |  |
| **Position:** | **Role type:** | **Working hours & pattern:** | |

**YOUR DETAILS**

|  |  |
| --- | --- |
| First name(s): | Surname: |
| Address: | Home phone: |
|  | Mobile: |
|  | Email address: |
| Present status with Culture Coventry:  Employee 🞏 Casual Worker 🞏 Volunteer 🞏 | |
| **Volunteers only -** Are you eligible to work in the UK? Yes/No  Please ensure you bring your passport/birth certificate/Visa Documentation with you to your interview, where we will take a photocopy for our records. | |

**If you have an up to date CV which provides full details of your career history, education, qualifications and training, please attach a copy to this form and skip to Section 3 of this form.**

**If you do not attach a current CV, please continue below to Section 1**

**SECTION 1 – Your career history**

Please start with you most recent first and include any paid and voluntary work that is relevant to the vacancy:

|  |  |
| --- | --- |
| Date from: | Date to: |
| Employer/Organisation: | Role held: |
| Summary of key responsibilities and achievements: | |
| Reason for leaving/changing role: | |

|  |  |  |
| --- | --- | --- |
| Date from: | Date to: | Position held: |
| Employer/Organisation: | | Salary: |
| Summary of key responsibilities and achievements: | | |
| Reason for leaving: | | |
| Date from: | Date to: | Position held: |
| Employer/Organisation: | | Salary: |
| Summary of key responsibilities and achievements: | | |
| Reason for leaving: | | |

**(Please note for any career history over 10 years that is relevant to this position, please detail on an additional sheet)**

**SECTION 2 – Your education, training and qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date(s)** | **Level** | **School/College/University** | **Subject/Course Title** | **Result** |
|  |  |  |  |  |

**SECTION 3 - Relevant Experience & Competencies**

This section is your opportunity to describe how your experience, knowledge and skills make you a good candidate for this vacancy.

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| Why are you applying for this vacancy? |

Our recruitment selection process is competency based, and we require you to demonstrate how your skills and knowledge link to the role, and what experience you have that makes you suitable for the role against the required criteria for this vacancy (as outlined in the advert and job description),

|  |  |
| --- | --- |
| Required competency, qualification or experience, as detailed in the advert and Job/Role Description | Describe how your skills, knowledge and experience demonstrate your competency against each required criteria.  (Please use an additional sheet if needed) |
|  |  |
| Please use this space to provide any other considerations you feel are appropriate to support your application? | |

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| **Working Time Directive** - Are you intending to hold additional jobs? YES/NO  If yes, please state the number of hours you will be working in other jobs: \_\_\_\_\_\_\_\_  This information is required to ensure we comply with Working Time Regulations. |
| Are you related to any Board Members or employees of Culture Coventry YES/NO  If YES, please state name(s), relationship(s) and position(s) |
| **Safer Recruitment Practice** - Culture Coventry is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
| **Rehabilitation of Offenders and Criminal Records Disclosure** – Successful applicants for posts that are exempted from the provisions of the Rehabilitation of Offenders Act 1974 will require a criminal record disclosure. Criminal records will be taken into account only when a conviction is relevant to the post you are applying for. |
| **Disability** – Culture Coventry welcomes applications from disabled people.  **Do you consider yourself to have a disability that you would like us to be aware of at this stage of the application process?** YES/NO  **Would you welcome the opportunity to discuss any reasonable adjustments you require either during the recruitment process or to enable you to do the role?** YES/NO |
| **Data Protection Act 1988** –The personal data that you provide will be used in connection with your application for vacancies at the Trust. Your information will be shared with the Recruitment Panel and will be used for research, analysis and statistical purposes and it may also be used to meet our statutory obligations under the Disability Discrimination Act 1995. Unsuccessful candidate’s application forms will be destroyed after 6 months. |

**SIGNATURE**

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| I certify that to the best of my knowledge, the information given on this form is correct and true. I understand that my application may be rejected for withholding relevant details or giving false information. I also understand that the information I have provided may be subject to checking. I have not canvassed a Board Member/employee of Culture Coventry either directly or indirectly in connection with this application and I will not do so.  **Signature: Date:**  Please note: If you return this form by e-mail, we will take the email as your electronic signature confirming you have read, understood and agree with the above statement. |

Culture Coventry; Registered in Cardiff, Wales, No. 8359113; Registered under the Charities Act 1960, Registration No. 1152899

Culture Coventry Ventures Limited - Registered in Cardiff, Wales, No. 5263892

Registered Offices – Herbert Art Gallery & Museum, Jordan Well, Coventry CV1 5QP

**Confidential - Equal Opportunities Monitoring Form**

Culture Coventry is committed to equal opportunities in employment and service delivery and to support this we ask all applicants to complete this form - this will not be given to the selection panel.

We will not discriminate on the grounds of age, disability or impairment, employment status, gender, gender reassignment, home address, marital status, nationality, national origin, race, religious belief, responsibility for dependents, sexual orientation or trade union membership.

If you require these forms in a different format, please contact the HR Manager.

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| **Vacancy Title**: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please tick:** | **Male** | | | **Female** | |
| **Date of Birth** | | **DD** | **MM** | | **YYYY** |

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| **Ethnic Group (These groups are from the 2001 National Census)** | | |
| **1) Choose one section from a)**  to e).  **2) Then select the box that best describes your cultural or ethnic background.**  **3) If you select the last box within any category, please detail your ethnicity in the space provided underneath.** | **a) White**  🞏 British  🞏 Irish  Any other white background  Please state: | **b) Mixed**  🞏 White and Black Caribbean  🞏 White and Black African  🞏 White and Asian  Any other mixed background.  Please state: |
| 1. **c) Asian or Asian British**   🞏 Indian  🞏 Pakistani  🞏 Bangladeshi  Any other Asian background.  Please state: | **d) Black or Black British**  🞏 Caribbean  🞏 African  Any other black background.  Please state: | **e) Chinese or other ethnic group**  🞏 Chinese  Any other  Please state**:** |

**2) Disability Discrimination Act 1995**

Culture Coventry is required by the government to record numbers of applicants protected by the Disability Discrimination Act 1995. This information is also important in monitoring the success of Museum policies and initiatives that aim to attract more applications from people with disabilities.

* The Disability Discrimination Act 1995 protects people who:

- have an impairment

- are disabled

- have long-term health conditions

This is providing that this has a "substantial and long term\* adverse effect on a person's ability to carry out normal day-to-day activities".

\* Long term is defined as 12 months or longer (or, if the condition is a new one, the expectation that it will be 12 months or longer).

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| **Disability Discrimination Act**  Do you think that you have a disability in accordance with the terms of the Disability Discrimination Act 1995?  Yes No |

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| **Data Protection Act 1998 -** The personal data that you provide will be used in connection with your application for vacancies at the Museum. Your information will be shared with the Recruitment Panel and will be used for research, analysis and statistical purposes and it may also be used to meet our statutory obligations under the Disability Discrimination Act 1995. Unsuccessful candidates’ application forms will be destroyed after 6 months.  I agree to the processing of the information that I have provided.  **Signature: Date:** |