



CONFIDENTIAL

APPLICATION FORM

Please complete clearly in black ink or typescript. Do not substitute this application form for a CV.

PART 1 ABOUT THE POST

Post applied for

How did you hear about the vacancy?

Which location(s) would you like to be considered for? Circle as appropriate.

LAKELAND MOTOR MUSEUM

Describe what hours of work you are looking for e.g. full time / 3 days per week etc.

PART 2 ABOUT YOU

Please use BLOCK CAPITALS

Surname

Forename(s)

Title (*Dr/Mr/Mrs/Miss/Ms/other*)

Home address (*including postcode*)

Correspondence address (*if different to home address*)

Telephone number (*home*)

Telephone number (*mobile*)

E-mail address



PART 3 ABOUT YOUR EDUCATION AND QUALIFICATIONS

Educational institution	Qualification with subjects and grades
	GCSEs/O-Levels
	A-Levels or equivalent
	Degree or equivalent

Please give details of any relevant professional qualification; including membership of any relevant professional bodies and any relevant job-related training that you have undertaken.

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Please give details of your present employment (or if unemployed, your last employment).

Name of employer

Address of employer *(including postcode)*

E-mail address of employer

Job title

Pay (e.g. salary/wages, bonuses, etc)

Benefits (e.g. no. of holidays etc)

Reason for leaving (if applicable)

Position held, nature of work and your responsibilities.

Please give details of your notice period if any.

Please give details of your availability
e.g. available from 1st March / not
available on Wednesdays etc.



Employer's name and type of business	Job title	Reason for leaving



PART 6

ABOUT YOUR SKILLS, KNOWLEDGE AND OTHER ATTRIBUTES

We shall use this important section to help determine whether you should be invited to the selection stage. You should show your suitability by:

- Matching every requirement set out in the job advertisement.
- For each requirement give a specific, recent example of an achievement/action which shows how far you possess that skill/knowledge/attribute.
- Be precise about what you did and what the outcome was.
- Use no more than 200 words for each heading. Additional words will be disregarded.

Continue on further sheets if necessary.



PART 7 REFEREES

Please provide the name, address and occupation details of two people who have agreed to provide references. These must be people who know you well, are not relatives and one must be your current or most recent employer. If you have just completed full time education please use a representative of your educational establishment.

Full name	
Occupation	
Address <i>(including postcode)</i>	
E-mail address	

Full name	
Occupation	
Address <i>(including postcode)</i>	
E-mail address	

Referees will be contacted once you have accepted a provisional offer and not before. By returning this application form you are giving your permission for us to contact both referees at the stated time.

PART 8 DECLARATION OF CRIMINAL CONVICTIONS

The Rehabilitation of Offenders Act 1974 and the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) provide that, for certain roles and activities, some convictions and cautions are regarded as "protected". Protected convictions and cautions do not need to be disclosed to employers and, if disclosed, must not be taken into account. Guidance on whether a conviction or caution is protected and therefore does not need to be declared is available on the Ministry of Justice website.

Please declare any unspent criminal convictions or cautions, except those which are spent or otherwise protected under the Rehabilitation of Offenders Act 1974.



PART 9 ABOUT YOUR RIGHT TO WORK

Lakeland Motor Museum is committed to preventing illegal working and so promotes robust document verification as part of its recruitment process. All information disclosed in this application form and any subsequent recruitment activities will be treated in the strictest confidence.

If you are successful in your application for employment with Lakeland Motor Museum you will be required to provide satisfactory proof of your right to work in the UK prior to commencing employment. Failure to produce the required documents is likely to result in the withdrawal of an employment offer. The production of false documents is a criminal offence and will be reported to the police.

In the event that your application is successful and you secure employment with Lakeland Motor Museum, all employment documents will be retained for a period of two years following the end of your employment. Where an application does not result in employment this application form and any other documents relevant to the recruitment process will be retained for a period of six months and may be referred to if other vacancies arise during this period.

Are you free to remain and take up employment in the UK? Yes ☐ No ☐
(You will need to provide satisfactory proof before commencing employment e.g. provision of evidence such as a valid passport).

Are you subject to immigration controls? Yes ☐ No ☐

If yes please give details.



PART 10 DECLARATION

I declare that this application form has been completed by me and all the information I have given is true to the best of my knowledge and belief. I understand that if I have given any information I know is false or if I withhold any relevant information it may lead to my application being rejected or, if I have been appointed, to my dismissal.

Signature

Date