

Hertford Museum  
Application Form  
Post title: Learning Officer



HERTFORD MUSEUM  
*Inspiring Generations*

**Confidential**

Before completing this application form, please read the Job Description and Person Specification. Please complete ALL sections of this form and return to:

Sara Taylor  
Curator  
Hertford Museum  
18 Bull Plain  
Hertford  
HERTS  
SG14 1DT  
hertfordmuseum@btconnect.com

**Personal details**

Surname.....	First Name.....
Address.....	Title.....
.....	National Insurance No.....
.....	Daytime Tel No.....
.....	Evening Tel No.....
.....	Mobile Tel No.....
Postcode.....	
Email address.....	

Do you have a current driving licence?	Yes	No
Are you related to any employee of Hertford Museum?	Yes	No
If yes, please provide details:		
Name.....	Relationship.....	

## Membership

Please indicate membership of any professional bodies relevant to this job.

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## Relevant employment history (most recent first)

Job Title.....	
Employer.....	
Address.....	Date started.....
.....	Date left.....
.....	
Reason for leaving.....	
Key roles/responsibilities.....	
.....	
.....	

Job Title.....

Employer.....

Address..... Date started.....

..... Date left.....

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Reason for leaving.....

Key roles/responsibilities.....

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Job Title.....

Employer.....

Address..... Date started.....

..... Date left.....

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Reason for leaving.....

Key roles/responsibilities.....

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Job Title.....

Employer.....

Address.....

Date started.....

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Date left.....

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Reason for leaving.....

Key roles/responsibilities.....

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Job Title.....

Employer.....

Address.....

Date started.....

.....

Date left.....

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Reason for leaving.....

Key roles/responsibilities.....

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**References** (please give details of referees, one of which must be your current or most recent employer)

Name.....

Position.....

Address.....

.....

.....

Telephone No.....

If you do not wish the reference to be taken up until an offer of employment is made, please tick this box.

Name.....

Position.....

Address.....

.....

.....

Telephone No.....

If you do not wish the reference to be taken up until an offer of employment is made, please tick this box.

**Education and Qualifications**

Please detail any qualifications which are relevant to the job and/or specified on the person specification. Please continue on a separate sheet if necessary.

Education (name of school/college/university)	From - To	Examinations passed and grades

## Relevant training

Please detail any courses you have attended which are relevant to the job and/or specified on the person specification. Please continue on a separate sheet if necessary.

Year	Organising body	Course title

## Experience, skills and other information in support of your application

Please detail experience and skills which demonstrate your ability to carry out this job. **Please refer to the person specification and job description.** You are welcome to continue on a separate sheet if necessary or include a separate document in response to this section of the form.

I confirm that the information given is accurate to the best of my knowledge.

Signed.....

Date.....

# Monitoring form

## Confidential

### Working towards equal opportunities

Hertford Museum is committed to a policy of equality of opportunity in both employment and service provision. We seek to ensure that no person receives less favourable treatment on the grounds of gender, race, ethnic origins, marital status, disability, age, sexual orientation, family responsibilities or religion. Individuals are to be recruited and trained solely on the basis of genuine job requirements, relevant experience and qualifications, skills and other objective criteria.

**In order to help us effectively monitor our Equal Opportunities policy you are requested to complete the enclosed monitoring form. The confidential form will be separated from your application details.**

Position applied for.....

Surname..... First name.....

Age..... Gender.....

Do you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities that you wish to declare under the Disability Discrimination Act? Yes  No

If yes, please give full details.....

I would describe my ethnic origin as (please tick box)

White  Mixed  Asian  Black  Chinese

White British	White	Indian	Caribbean	Chinese
White Irish	and Black	Pakistani	African	Other
Any other	Caribbean	Bangladeshi	Any other	
White	White and	Any other	black	
background	Black African	Asian	background	
	Any other	background		
	mixed			
	background			

Have you ever been convicted for an offence that you are obliged by law to disclose or are there any proceedings against you? Yes  No

If yes, please give details of conviction(s) and date(s).....

How did you hear about this job?