



Post Applied for:

Media Sales Executive

Job Application Form

Closing Date:

30 April 2021

Interview Date:

13 or 14 May, online

Please ensure you refer to the job description and person specification before completing this form. Please use **black ink or type**. C.V.s are not accepted on their own. 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

Last Name:

First Name:

Address:

Postcode:

Mobile Telephone N^o:

E-mail address:

Right to Work in the UK

In order to comply with the Immigration, Asylum and Nationality Act 2006 it is necessary to see proof of your right to work in the United Kingdom. If proof is required, we will request it once an offer of employment has been made and before you take up employment.

Do you require a work permit in order to work in the United Kingdom?

Yes

No

Driving Licence

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

Yes

No

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 currently unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Salary:

Last day of service (if no longer employed):

Brief description of duties:

Continue on a separate sheet if necessary

Period of Notice if applicable:

Prebooked holiday if applicable

Reason for leaving

Section 3 Previous Employment

Previous Employment (most recent employer first). Please cover the last 10 years and state nature of business - if not public sector

Name of Employer:

Dates Employed:

Position Held:

Summary of duties:

Reason for leaving:

Name of Employer:

Dates Employed:

Position Held:

Summary of duties:

Reason for leaving:

Name of Employer:

Dates Employed:

Position Held:

Summary of duties:

Reason for leaving:

Continue on a separate sheet if necessary

Section 4 Education

Qualifications obtained from Schools, Colleges and Universities, including any professional training or development. Please list highest qualification first:

College, University	Course	Qualifications and grades obtained
Professional qualifications or training	Course	Qualification obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

Section 8 Personal Statement

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the **Job Description**. If you need to more space, please use the blank page at the end of this document

Continue on the separate sheet at the end of this document if necessary

Section 9 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Position:	<input type="text"/>	Position:	<input type="text"/>
Work Relationship:	<input type="text"/>	Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	Postcode <input type="text"/>		Postcode <input type="text"/>
Telephone Nº:	<input type="text"/>	Telephone Nº:	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>
May we request a reference:			
At any time	<input type="text" value="Yes"/>	Only after offer of employment	<input type="text" value="Yes"/>

Section 13 Declaration

Rehabilitation of Offenders Act, 1974

Please provide details on a separate sheet of any unspent convictions or cautions you have under the terms of the Rehabilitation of Offenders Act, 1974. Offences resulting in driving licence endorsements should be disregarded, unless holding a clean licence is a specific requirement of the job. Failure to disclose such information may result in dismissal or disciplinary action by the Organisation. This information will be treated as confidential and will not necessary disqualify you from employment with the Organisation.

Declaration: All information given in this form is correct at time of application.
(please type or sign your full name below)

Signed:

Date:

Thank you for your interest in this post. We will endeavor to contact all applicants within two weeks of the closing date. M and H Media is committed to ensuring that we are accessible and relevant to everyone. M and H Media Ltd undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the General Data Protection Regulation (GDPR)

RETURNING THIS FORM

By email to:
Anna Preedy anna@museumsandheritage.com
Enquiries: 01905 724734

Personal statement continued

(if required)