|  |
| --- |
| **APPLICATION FOR EMPLOYMENT** |

|  |
| --- |
| **GENERAL DATA PROTECTION REGULATION 2018** |
| **The information contained within your application is being requested to enable Wessex Archaeology to make employment decisions and meet statutory obligations. Any information provided to Wessex Archaeology in this context will be treated confidentially during recruitment and employment.** **Following a successful appointment, the information will be anonymised and name and contact detail as well as certification details will be removed. Unsuccessful candidate application forms are deleted from the recruitment folder and master copies are kept in the HR file for a period of 6 months before deletion.****By filling in this application form you are agreeing to us using your information in this way, please sign below to indicate you understand and agree. [[1]](#footnote-1)****Signed ………………………………………** |

|  |
| --- |
| **ROLE DETAILS** |
| Role Title |  | Reference  |  |
| Where did you see this post advertised? |  |
| **PERSONAL DETAILS** |
| SurnameCAPITALS |  | Other Names: |  | Preferred title: |  |
| Address: |  | Postcode: |  |
| Telephone  |  | Email address: |  |
| Nationality: |  |
|  |  |
| Wessex Archaeology welcomes applications from people with disabilities and aims to be supportive in their employment. We monitor disability for equal opportunities monitoring purposes, do you consider yourself disabled? [ ] Yes / [ ]  NoPlease note any special arrangements or adjustment that you need for the application or interview process.Please give details of any adjustments that you need to undertake this role. |

|  |
| --- |
| **RIGHT TO WORK IN THE UK**  |
| Do you have the right to work in the UK? You will be asked to prove your eligibility on day 1 of employment, details of eligible documents can be found here [Prove your right to work to an employer: Overview - GOV.UK (www.gov.uk)](https://www.gov.uk/prove-right-to-work) |  [ ] Yes / [ ]  No |
| Do you require visa sponsorship to undertake this role.  |  [ ] Yes / [ ]  No |
| Please provide us with any other information relating to your eligibility to work in the UK including work permits, visas their type and expiry date.  |

|  |
| --- |
| **CURRENT OR MOST RECENT EMPLOYER** |
| **Name & address of employer:**  |
| **Post Title:** | **Period of appointment – From– To:** |
| **Salary:**  | **Length of notice you are required to give:** |
| **Brief description of duties and responsibilities:**  |
| **PREVIOUS EMPLOYMENT -** **(please start with the most recent up to the last 10 years if applicable)** |
| Name of Employer  | Post Held & key areas of responsibility | Period of EmploymentFrom To |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **PERSONAL STATEMENT** |
| Please detail below how your qualifications, skills, knowledge, and experience meet the requirements for this role. |

|  |
| --- |
| **CERTIFICATION** including CSCS, First Aid, Manual Handling etc |
| CSCS [ ] First Aid [ ] Plant Marshall [ ]  Asbestos [ ] SMSTS [ ] SSSTS [ ] Manual Handling [ ]  | Other (please specify below) |

|  |
| --- |
| **ADDITIONAL INFO** |
|  |

|  |
| --- |
| **MEMBERSHIP OF PROFESSIONAL BODIES** including CIfA, Fellowship of Geological Society, Society of Antiquaries, CIPD, etc. |
|  |

|  |  |
| --- | --- |
| **DRIVING** |  |
| Do you have a current full UK driving licence? | [ ] Yes / [ ]  No |
| Have you ever been refused car insurance in the past? | [ ] Yes / [ ]  No |
| Do you have any endorsements on your licence? | [ ] Yes / [ ]  No |
| Have you been involved in any road traffic accidents within the last 3 years? | [ ] Yes / [ ]  No |
| If you have answered YES to any of the last 3 questions, please provide details. |

|  |
| --- |
| **REFEREES** |
| Please give the names and addresses of two referees who are able to and have agreed to comment on your suitability for this appointment. Ideally at least one should be your current or most recent employer. **Wessex Archaeology will contact referees by email for shortlisted candidates prior to interview, and without further advice to applicants unless otherwise stated below:** |
| (1) | Name: |  | Position held/capacity known:  |
|  | Address: |  | Email address:  |
|  |  | Telephone:  |
|  | Postcode: |  |  |
|  | May we contact the referee prior to interview? [ ]  Yes / [ ]  No |
| (2) | Name: |  | Position held/capacity known:  |
|  | Address: |  | Email address:  |
|  |  | Telephone:  |
|  | Postcode: |  |  |
|  | May we contact the referee prior to interview? [ ]  Yes / [ ]  No |

|  |
| --- |
| **EDUCATION** |
| **College/University attended (please state if full or part-time)** | **From** | **To** | **Qualifications awarded.** **(please state subject and grade or class and division)** |
|  |  |  |  |

|  |
| --- |
| **DECLARATION** |
| **Knowingly providing false or misleading information may disqualify you and if you have been appointed may result in dismissal.** |
| **I declare that the information given in this application is to the best of my knowledge complete and correct.****Signed:** **Date:**  |

|  |
| --- |
| **Guidance Notes – Application Form** |
| The application form plays an important role in the selection process; decisions to shortlist candidates for interview are based solely upon the information you supply on your form and the form provides a basis for the interview itself. **Personal Details** Please give your surname and initials. You are not, however, required to provide your preferred title and/or your forenames. If you have a title or other name you would like to be called (should you be called for an interview), you may at your discretion enter those details.**Present Post**Please provide brief information in respect of responsibilities including reporting and management duties. This section should not be left blank unless the position you are applying for is your first job. **Previous Employment/Experience**Please give a brief explanation of the main duties of your previous jobs. **Relevant Skills, Abilities, Knowledge & Experience**This section is vital. Think about what evidence you can provide to demonstrate you have the necessary skills, ability, knowledge, and experience required. You may have acquired these in a variety of ways (e.g., through work, running a home, voluntary work, hobbies etc). **Declaration**This section must be signed by the applicant. It is a declaration of the validity of the information in the application and confirms that misleading information would be sufficient grounds for terminating employment |

1. **The full GDPR and HR information procedure is available and sets out the legitimate interests and legal requirement for collecting, storing securing, and deleting personal information, this procedure is HR-PR-029-A. If you have any further enquiries, then please contact the HR team.** [↑](#footnote-ref-1)