

Vetting Enquiry (Staff Recruitment)

Confidential

national
museum
wales
amgueddfa
cymru

This form will be separated from the rest of your application and will not be used for short listing or selection purposes.

The Museum undertakes security checks on all successful applicants. Please complete all sections of this form in block capitals and then sign and date the declaration below.

| | | | |
|--|-----------------|---|--|
| Surname | | Forename (s) | |
| Surname at birth (if different) | | Gender (M or F) | |
| Date of birth (DD/MM/YY) | | Place of birth | |
| Current nationality | | Nationality at birth (if different) | |
| Home address | Postcode | | |
| Current occupation | | | |
| Post applied for (NB. Posts that include access to children / vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. Please see below). | | | |
| To help us monitor our advertising policy please indicate where you originally learnt of this vacancy e.g. publication or other source such as the Amgueddfa Cymru - National Museum Wales website : _____ | | | |

- 1 Have you ever been convicted of an offence (other than a parking offence), either in a UK court, abroad or at a court martial and which is not yet spent under the Rehabilitation of Offenders Act 1974? Yes No
- 2 Are you currently on probation, conditional discharge or have you been bound over after being charged with any offence? Yes No
- 3 Has any charge been brought against you and not yet been disposed of? Yes No
- 4 Have you been given a police caution at any time during the past 5 years? Yes No
- 5 Have you been found guilty of a disciplinary offence with a previous employer or been warned or dismissed in connection with your behaviour, performance or attendance record? Yes No

If you answer yes to any of the above questions, please provide full details below including dates and places of any hearing and the nature of any offence.

Rehabilitation of Offenders Act 1974

Posts that include access to children and/or vulnerable adults are exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that in addition to the requirement of all staff to declare offences and convictions that are current, staff applying for posts that include access to children and/or vulnerable adults are required to declare information related to convictions, cautions, reprimands and final warnings that have been spent. Applicants are not entitled to withhold this information and details should be declared below.

All posts:

Please give details of any offences, convictions, cautions, reprimands and final warnings that are current.

Posts that include access to children/vulnerable adults (as specified in the job description):

Please give details related to convictions, cautions, reprimands and final warnings that have been spent. Applicants for these posts should note that successful candidates will be required to provide an Independent Safeguard Authority (ISA) Certificate and/or Enhanced Criminal Records Bureau (CRB) Disclosure.

Equality Monitoring

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This form will be separated from the rest of your application and will not be used for short listing or selection purposes.

Amgueddfa Cymru - National Museum Wales is committed to promoting equality and diversity through all its employment policies and practices. We aim to ensure that every employee, prospective employee or person connected with Amgueddfa Cymru - National Museum Wales, will receive equally favourable treatment regardless of their gender, gender identity, marital status, sexual orientation, age, race, ethnic/national origins, colour, disability, religion or belief and membership/non-membership of a Trade Union. For our Equality & Diversity Policy to be effective, we continually monitor and review our employment practices, and all applicants for employment are asked to complete the details requested below. The information will be used only for the purposes of monitoring this policy and will be separated from your application and shredded after use. The data provided is confidential and will not be seen by the selection panel. Amgueddfa Cymru - National Museums Wales complies with the provisions of the Data Protection Act 1998.

| | |
|---|---|
| Name | Post you are applying for |
| Gender <input type="checkbox"/> female <input type="checkbox"/> male | Date of birth |
| | Place of birth |
| Nationality | <p>Do you have any work permit restrictions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain the situation: </p> <p>If appointed, you will be asked for proof of your right to work in the UK.</p> |

Religious belief

Please indicate your religion or belief

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Other, please describe:
.....
- No religion

Marital Status

Please indicate

- Divorced
- Married/Civil Partnership
- Single
- Widowed

Sexual Orientation

Please indicate

- Bisexual
- Gay/Lesbian
- Heterosexual/Straight
- Other, please describe:.....

Ethnic origin

Choose one section from A-E, then tick the appropriate box to indicate your cultural background

| A : Asian or Asian British | B : Black or Black British | C : Chinese or other Ethnic Group | D : Mixed | E : White |
|---|--|---|--|---|
| <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Japanese <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background, please describe: | <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Somali <input type="checkbox"/> Any other Black background, please describe: | <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Any other, please describe: | <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black <input type="checkbox"/> Caribbean Any other mixed background, please describe: | <input type="checkbox"/> British <input type="checkbox"/> English <input type="checkbox"/> Irish <input type="checkbox"/> Polish <input type="checkbox"/> Romany/ Gypsy <input type="checkbox"/> Scottish <input type="checkbox"/> Traveller <input type="checkbox"/> Welsh <input type="checkbox"/> Any other white background, please describe: |

Disability

Do you have any of the following conditions?

- Learning Disability
(e.g. dyslexia, dyspraxia)
- Long term illness/condition
(e.g. asthma, cancer, diabetes, epilepsy, HIV, Multiple Sclerosis)
- Sensory impairment
(e.g. Blind, Deaf, glaucoma, hearing impairment, tinnitus, visual impairment)
- Mental Health Condition
(e.g. anorexia, depression, schizophrenia)
- Physical impairment
(e.g. amputation, wheelchair user, manual dexterity issues)
- Cognitive impairment
(e.g. Autism, Aspergers Syndrome, head injury)
- Other (e.g. disfigurement) – please state if you wish
.....

The Disability Discrimination Act 1995, defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person’s ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability according to this definition.

- No Yes (please describe if you wish) _____

National Museum Wales recognises the value and input of employees with disabilities. If your disability means that you require any adjustments to be made in order to participate in our selection processes or to undertake your role, please discuss these with the HR Department . Adjustments could include the provision of induction loops, specialist I.T. equipment or alternative working arrangements etc.

Please tick here if you consider yourself eligible for our Guaranteed Interview

Policy

Amgueddfa Cymru – National Museum Wales is committed to offering equal opportunities in recruitment and career development to disabled people. Applications from people with disabilities are welcome. We guarantee to interview people with disabilities who fulfil the job requirements, as outlined in the job description, and will ensure appropriate support is provided where required.

Thank you for providing this information

