

# Application for Employment

Confidential

Please type or complete this form in black ink.

national  
museum  
wales  
amgueddfa  
cymru

For HR use only	
Applicant No.	
Vacancy No.	
Guaranteed Interview:	

Position applied for:	Museum location:
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Surname	Name	Title  Prof/ Dr/ Mr /Mrs/ Miss/ Ms (please state other)
Permanent address		Telephone  Mobile:  E-mail
Preferred method of contact (please tick) <input type="checkbox"/> Email <input type="checkbox"/> Letter  <b>Nb. To tick any box on this form, double-click the box and set 'Default Value' to 'Checked'</b>		
National Insurance Number  / / / /		

**Employment History (current and previous posts held)**

From	To	Job Title & Organization	Description of main duties, salary and reasons for leaving/wanting to leave

**Any time not accounted for above (e.g. unemployment, travel etc).**

From Month/year	To Month/year	Reason

If appointed, when could you take up the post?

## Qualifications & Training

In all the sections on this page, if qualifications were obtained outside the UK please give an indication of the level.

If appointed, you will be asked for proof of your qualifications.

**Please list any relevant academic and professional qualifications and training**

Qualification/Subject	Awarding Body	Grade	Date obtained

Are you a member of any professional bodies (if so, please give details)

It is the Museum's policy to verify the qualifications of all successful job applicants

**Language skills – please see guidance on language levels on the Recruitment Guidance on our website.**

**Please state by ticking the boxes below your level of ability of written English and Welsh**

**English**      Proficiency ☐    Advanced ☐    Intermediate ☐    Foundation ☐      Entry ☐    None ☐

**Welsh**      Proficiency ☐    Advanced ☐    Intermediate ☐    Foundation ☐      Entry ☐    None ☐

**Please state by ticking the boxes below your level of ability of oral English and Welsh**

**English**      Proficiency ☐    Advanced ☐    Intermediate ☐    Foundation ☐      Entry ☐    None ☐

**Welsh**      Proficiency ☐    Advanced ☐    Intermediate ☐    Foundation ☐      Entry ☐    None ☐

What is your preferred language?

English ☐    Welsh ☐    BSL ☐    Other – please state

## Essential Skills

Please describe below how you match the job specific essential skills as outlined in the **Person Specification** (please write no more than 150 words under each heading).

### Job Specific Skill 1

### Job Specific Skill 2

### Job Specific Skill 3

### Job Specific Skill 4

**Job Specific Skill 5****Desirable Skills**

Please describe below how you match the job specific desirable skills as outlined in the **Person Specification** (please write no more than 150 words for this section).

**Desirable Skills**

## Competencies

Please see the description of these **five competencies** in the **Person Specification**. Demonstrate your own competence in these areas by giving examples of how you have behaved in particular situations (please write no more than 150 words under each heading).

<b>Working Positively With Others</b>
<b>Embracing Learning, Change &amp; Creativity</b>
<b>Commitment to Customer Focus</b>
<b>Delivery of Effective Outcomes</b>
<b>Commitment to Diversity &amp; Social Responsibility</b>

## References

Please give the names of two referees. One of these must be your current or most recent employer if you are not currently employed. The other should be a referee who can express an opinion on your work and your ability to perform the job for which you are applying. References are normally requested when a job offer has been made.

### Referee 1

Name & job title

Address

Telephone

Email

May the reference be sought now?

Yes ☐ No ☐

If no, when?

In what capacity does he/she know you?

### Referee 2

Name & job title

Address

Telephone

Email

May the reference be sought now?

Yes ☐ No ☐

If no, when?

In what capacity does he/she know you?

I declare that I have completed this application truthfully and understand that I will be liable to disqualification or dismissal should any of the information later be found to be false.

Amgueddfa Cymru – National Museum Wales complies with the provisions of the Data Protection Act 1998. By signing this form you give your consent for the Museum to process sensitive and other personal data for the purposes of recruitment and selection.

**Please sign and date your application. If you are returning your application by email please tick the box below in place of a signature.**

**Signed** ..... **Date** .....

☐

**Date** .....

After completion, this form should be returned by the closing date to the:

Human Resources Department  
Amgueddfa Cymru - National Museum Wales  
Cathays Park  
Cardiff, CF10 3NP

or email to:

[hr.jobs@museumwales.ac.uk](mailto:hr.jobs@museumwales.ac.uk)

**Please be aware that the cost of returning the completed application form and any attachments by post will be more than the price of a single first class stamp.**