

**Ministry of Stories**

**Application Form**

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| Position applied for: |  |

**SECTION 1: PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Postcode: |  |
| Telephone: |  |
| Email: |  |
| How did you hear about this vacancy? |  |

**REFEREES**: Please give details of two people who have known you in a professional capacity and can provide us with an employment reference. We will not contact your referees without consulting with you first.

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| --- | --- |
| Name: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| In what capacity do you know this person? |  |

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| In what capacity do you know this person? |  |

**SECTION 2: EMPLOYMENT HISTORY**

Please list all previous employment – paid or unpaid, beginning with your most recent employment. If you are freelance, we understand that you may have a number of roles to list.

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| --- | --- |
| Name of organisation: |  |
| Job title: |  |
| Key responsibilities: |  |
| Dates of employment | From |
| Salary/benefits: |  |
| Reason for leaving: |  |

|  |  |
| --- | --- |
| Name of organisation: |  |
| Job title: |  |
| Key responsibilities: |  |
| Dates of employment | From |
| Salary/benefits: |  |
| Reason for leaving: |  |

|  |  |
| --- | --- |
| Name of organisation: |  |
| Job title: |  |
| Key responsibilities: |  |
| Dates of employment | From |
| Salary/benefits: |  |
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|  |  |
| --- | --- |
| Name of organisation: |  |
| Job title: |  |
| Key responsibilities: |  |
| Dates of employment | From |
| Salary/benefits: |  |
| Reason for leaving: |  |

Continue on a separate sheet if necessary

**SECTION 3: EDUCATION AND TRAINING**

Please give details of qualifications obtained or being undertaken and any relevant work-related training.

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| --- | --- | --- |
| **Professional qualifications/work related training** | **Subjects covered** | **Date completed** |
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| --- | --- | --- |
| **University/school/college** | **Qualifications and grades obtained** | **Date obtained** |
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Continue on a separate sheet if necessary.

**SECTION 4: FURTHER INFORMATION**

Please tell us why you would be suitable for this position, how you meet the criteria in the person specification and any further information that would support your application. We encourage you to use examples to demonstrate this and to talk about previous successes and challenges, your ambitions and why you are interested in this role.

*Please use no more than two sides of A4 for this cover letter.*

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**CRIMINAL OFFENCES**

|  |  |
| --- | --- |
| Have you ever been convicted of a criminal offence? If yes, please give details. | Yes/No (delete as applicable) |
| **Date of conviction** | **Offence** |
|  |  |
|  |  |

**NOTE:** You must declare all convictions/prosecutions whether ‘spent’ under the Rehabilitation of Offenders Act 1974 or otherwise. In the event that your application is successful you will be subject to police checks to ascertain whether you have a criminal record. Disclosure of a conviction will not necessarily prevent you from being considered for appointment to a position.

**DECLARATION**

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| --- |
| Are you eligible to work in the UK? Yes/No (please delete as applicable) |
| If you are working on a visa or work permit please give further details: |

I declare that the information contained in this application is complete and correct and there is nothing in my personal or professional background that would preclude me from working with children. I understand that if I have knowingly provided false information or withheld relevant details, it will disqualify me from further participation in the application process or from an appointment, or if discovered after employment, may lead to dismissal.

I consent to the processing by Ministry of Stories of my personal data contained within this form for all those purposes normally associated with an application for employment. I acknowledge that ‘processing’ for these purposes shall have the same meaning as in the Data Protection Act 1998.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send your completed application, along with your equal opportunities monitoring form, to jobs@ministryofstories.org with the job title in the subject line.