

**Brighton & Hove Museums**

**Application Pack**

Please ensure that you have read the role descriptions and person specification.

Please email the following documents to [recruitment@rpmt.org.uk](mailto:recruitment@rpmt.org.uk)

1. A personal statement explaining why you are interested in the role and what skills and experience you would bring. Please keep this to a maximum of 2 pages.
2. Your CV, including at least two referees (references will only be contacted with prior permission and only if an applicant is offered the role)
3. A completed Application Pack
4. A completed Equalities Form

Interviews will be held shortly after the closing date.

**Applicant details**

**Personal contact details**

|  |  |  |
| --- | --- | --- |
| Full Name (including title) |  | |
| Home Address |  | |
| Telephone | Home: | Mobile: |
| Email |  | |
| Preferred means of contact |  | |
| National Insurance Number |  | |

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| --- |
| **Equality Act (2020) – Disability** We are committed to employing people with disabilities and wish to encourage more applications from people with disabilities. If you are considered to be disabled under the Equality Act definition and have demonstrated that you meet the minimum criteria for the post, you will be guaranteed an interview. The Equality Act states that “a person has a disability if he or she has a physical or mental impairment and the impairment has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities”. Long term means that the effect of the impairment has lasted or is likely to last for at least 12 months.   1. Do you consider yourself to have any disabilities? **YES / NO**   Please state any arrangements you would like us to make to assist you if you are called for interview: |
| **Authorisation to Work in the UK & Points-Based System**  To comply with the Immigration, Asylum and Nationality Act 2006 we are required to check your eligibility to live and work in the UK. Please confirm that on request you will be able provide this evidence. **YES/NO**  In accordance with the points-based immigration system, please confirm whether you are a UK Citizen, a Citizen within the [Common Travel Area](https://www.gov.uk/government/publications/common-travel-area-guidance/common-travel-area-guidance), an EU Citizen with (or eligible to apply for) Settled Status or have another form of working Visa issued by the Home Office and have the Right to Work in the UK **YES/NO** |

**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)**

## All applicants are required to declare any criminal conviction(s) including bindovers and cautions which are ‘unspent’ and/or any pending prosecutions. Certain posts within RPMT are exempted under the Rehabilitation of Offenders Act 1974. If the post for which you are applying is an ‘exempt’ post you must declare all convictions including non-filtered ‘spent’ convictions and, if shortlisted, you will be asked to provide more detailed information so that a criminal records check can be made with the Disclosure & Barring Service.

## Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? YES / NO

## If you have answered yes please ensure any information is placed in the space provided below.

**(A conviction will not necessarily be a bar to obtaining a position with this organisation.)**

**Data Protection Notice**

In accordance with the Data Protection Act 2018, the information provided on this form will be used in the recruitment and selection process. It will also form part of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates the information will be destroyed after twelve months. In addition, anonymised data will be used for equal opportunities monitoring purposes.

Brighton & Hove Museums will be the data controller for the information you provide in this form. For more information on how the trust processes your data, including your rights over your data, see our general Privacy Notice at <https://brightonmuseums.org.uk/privacy/>.

**Declaration**

The information supplied in this application form is true and accurate to the best of my knowledge. I agree that Brighton & Hove Museumshas the right to validate any of the information provided.

Signed: Date: