

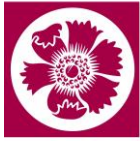


**SOCIETY OF  
ANTIQUARIES  
OF LONDON**

# **JOB APPLICATION FORM**

**FOR JOB APPLICANT:** Please tell us where you saw this job advertised

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**KELMSCOTT  
MANOR**

SOCIETY OF ANTIQUARIES OF LONDON

**Appl. no. ....**  
FOR SOCIETY USE

**POSITION APPLIED FOR:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**PERSONAL DETAILS:**

First name(s): \_\_\_\_\_

Second or Family name and title: \_\_\_\_\_

Address (inc postcode): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

(Can we use this number, with discretion? YES/NO)

**REFERENCES:**

Please give names, addresses, telephone numbers and email addresses of two referees (including your most recent employer, school teacher/college tutor or manager of voluntary work).

Reference 1:

Name: \_\_\_\_\_

Capacity in which you know this person: \_\_\_\_\_

Address (incl postcode): \_\_\_\_\_

\_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

May we take up a reference before interview? YES / NO

Reference 2:

Name:

Capacity in which you know this person:

Address (incl postcode):

Telephone Numbers:

Email address:

May we take up a reference before interview? YES / NO

Have you ever applied to Kelmscott Manor or the Society of Antiquaries before? If so, please give dates and details:

**ELIGIBILITY TO WORK IN THE UNITED KINGDOM**

In accordance with the Asylum and Immigration Act 1996 (amended February 2008) we are required to check your eligibility to live and work in the UK.

Please confirm that, if offered the job, you will be able to provide documentary evidence that you are eligible to live and work in the UK. YES/NO

Are there any restrictions to your right to live and work in the UK, such as a Work Permit or Worker Registration Scheme? YES/NO If yes, please provide details:

**REHABILITATION OF OFFENDERS ACT**

You must provide details if you have been convicted of a criminal offence, and have not yet completed the rehabilitation period for the offence, ie it is not 'spent'. This will not necessarily prevent you from being offered the post but we will need to consider whether it is relevant to the post.

If a satisfactory CRB check is required for this job, there will be information about this in your recruitment pack.

**EDUCATION:**

Please give details of educational establishments attended, from secondary onwards. If necessary, please continue on a separate sheet.

Name & address of school/college

Please list educational qualifications attained. If necessary, please continue on a separate sheet.

Description/subject	Type/level of qualification e.g. NVQ 2; GCSE; BSc

**PREVIOUS EMPLOYMENT:**

Please give details of current and previous employment. If necessary, please continue on a separate sheet.

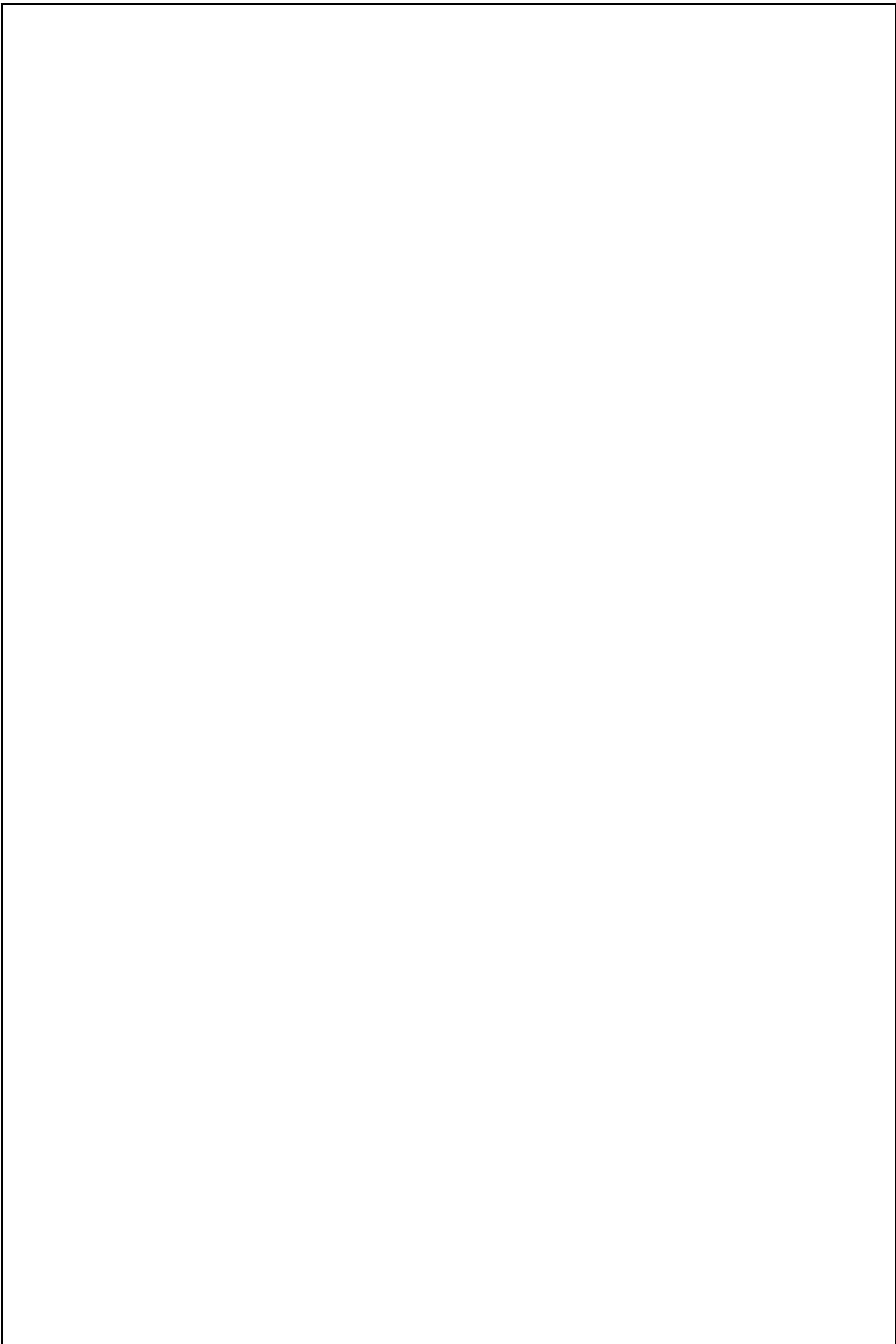
Name & address of employer	Position & nature of work, including reason for leaving	From/To


Please give details of current or most recent salary: \_\_\_\_\_

**VOLUNTARY/UNPAID WORK**

Please give details of activities and positions held:

With reference to the **job description**, and in particular the points in the **person specification** in the recruitment pack, use this space to demonstrate your suitability for the post. In addition, explain what attracted you to this position. (If necessary, please continue on a separate sheet).



Number of additional sheets enclosed as part of this application:

## OTHER INFORMATION

Please set out any other information about yourself that you believe may be relevant to this application.

I declare that to the best of my knowledge the information given on this form is correct.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Data Protection Act 1998. This information will be used for recruitment, selection and appointment purposes and may be copied for use during this process. If you are appointed, the information you have provided will be stored and used for operational and managerial purposes. If you are not appointed, the data will be stored for a short period of time and then destroyed.

**Please return your completed application, marked Confidential, to:  
Property Manager, Kelmscott Manor, Kelmscott, Lechlade, GL7 3HJ  
E: [gavin.williams@kelmscottmanor.org.uk](mailto:gavin.williams@kelmscottmanor.org.uk) Tel: 01367 252486**

Kelmscott Manor is owned and managed by the Society of Antiquaries of London,  
Burlington House, Piccadilly, London, W1J 0BE  
[www.kelmscottmanor.org.uk](http://www.kelmscottmanor.org.uk)