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| **Lampada Limited** | | JOB APPLICATION FORM **Appl. no. …..**  FOR Lampada USE  **FOR JOB APPLICANT:** Please tell us where you saw this job advertised  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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## POSITION APPLIED FOR:

## LOCATION:

## DATE AVAILABLE TO START:

## PERSONAL DETAILS:

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| --- | --- |
| First name(s): |  |
| Second or Family name  : |  |
| Address (inc postcode): |  |
|  |  |
| Email |  |
| 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 (one must be your most recent employer and the second your next most recent employer or if not, school teacher/college tutor or manager of voluntary work).

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| --- | --- |
| 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 the Society of Antiquaries or Kelmscott Manor before? If so, please give dates and details:

**ELIGIBILITY TO WORK IN THE UNITED KINGDOM**

Do you have the right to work in the UK? YES/NO

Should you be invited for an interview, you will be required to bring to the interview documentation which proves your right to work in the UK.

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**MEMBERSHIP OF PROFESSIONAL BODIES**

Please note here any membership you hold of professional bodies, including grade of membership or other relevant details.

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**CRIMINAL RECORD**

Please note any criminal convictions below, with the exception of those ‘spent’ under the Rehabilitation of Offenders Act 1974. A criminal record will not necessarily prevent you from being offered the post but we would need to consider whether it was relevant to the post.

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

**EDUCATION, TRAINING AND PERSONAL DEVELOPMENT**

Please provide your education history here, starting with the most recent qualification.

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| School/college/university | dates | Qualification, grades gained |
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**CURRENT OR MOST RECENT EMPLOYER**

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| --- | --- |
| Job title |  |
| Name of employer |  |
| Address of employer |  |
| Date of start with this employer (plus, where relevant date of leaving and reason for leaving) |  |
| Nature of the business |  |
| Current salary/salary on  leaving |  |
| Your main duties and responsibilities |  |

**PREVIOUS EMPLOYMENT**

Please give details of previous employment, starting with the most recent. You must include any gaps in employment, giving reasons, If necessary, please continue on a separate sheet.

| Name & address of employer | Position & nature of work, including reason for leaving | From/To |
| --- | --- | --- |
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Please give details of current or most recent salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL DEVELOPMENT**

Please state below any courses, voluntary work or responsibilities you have held or obtained that you consider relevant, with dates and outcomes where applicable.

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**ASSOCIATION WITH LAMPADA OR THE SOCIETY**

Are you related to any employee, volunteer, Director, Fellow or Trustee of the Society? If so, please give details.

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**PERSONAL STATEMENT**

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, but limit this to no more than two additional sides of A4 paper)

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**OTHER INFORMATION**

Please set out any other information about yourself, that you believe may be relevant to this application. The company takes a positive approach to the recruitment of disabled people, so please include here any access needs you may have at interview stage. This enables the company to make reasonable adjustments.

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I declare that to the best of my knowledge the information given on this form is true, complete and correct. I understand that any untrue or misleading information will give the company the right to withdraw any offer of employment, or to terminate employment, if employment has commenced.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Dated: |  |

**We take the privacy of your data seriously. We will process your data in accordance with our job applicant privacy notice which is available on our website and to which you should refer** <https://www.sal.org.uk/privacy>.

Your data will be retained for 6 months and our lawful basis for processing your data is our legitimate interests (in case of any enquiries or legal claims). After this time, your data will be destroyed in accordance with our job applicant privacy notice.

**Please return your completed application and equal opportunities monitoring form, marked Confidential, to: (Position of recruiter), Lampada Limited, Society of Antiquaries, Burlington House, Piccadilly, London W1J 0BE, or email it to admin@sal.org.uk before the deadline set out in the recruitment pack and advertisement.**