



THE *Observatory* SCIENCE CENTRE

Vacancy Application Form

Post applied for:

Closing Date:

Interview Date:

Please complete in type or black ink as this form may be photocopied.
Application forms received after the closing date will not be considered.

The information you provide on this application form and that obtained from other relevant sources will be used to process your application for employment and if appointed will form the basis of your personal record with Science Projects Ltd. The company will treat any personal information in accordance with the principles of the Data Protection Act 1998.

Please state how you heard about this vacancy:

Section 1 Personal Details

Name:

Address:

Postcode:

Home telephone No:

Contact No. (If different from above):

Email address:

National Insurance No:

Are you free to remain and take up employment in the UK with no current immigration restrictions?

YES NO

Driving licence (if relevant to post applied for)

Do you hold a full, clean driving licence valid in the UK? **YES NO**

If successful you will be required to provide relevant evidence of all above details prior to your appointment.

Section 2 Present Employment

Present Employment (if now unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Brief description of duties:

Period of Notice:

Last day of service (if no longer employed):

Reason for leaving (if no longer employed):

Section 3 Previous Employment

Previous Employment (most recent employer first)

Name of Employer:

Address:

Postcode:

Position held:

Summary of duties:

Reason for leaving:

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Name of Employer:

Address:

Postcode:

Position held:

Summary of duties:

Reason for leaving:

Continue on a separate sheet if necessary

Section 4 Education

Qualifications obtained from Schools, Colleges and Universities.

Please list highest qualifications first:

College or University

Course

Qualifications and grades obtained

School

Subjects

Qualifications and grades obtained

Continue on a separate sheet if necessary

Professional, Technical or Management Qualifications

Please give details:

Continue on a separate sheet if necessary

Section 5 Training and Development

Please give details of any training and development courses or on the job training which support your application.

Continue on a separate sheet if necessary

Section 6 Personal Statement

Please use this section to explain in detail how you meet the requirements of the person specification. You may also like to include information of interests and activities you are involved in which you believe will support your application.

Continue on a separate sheet if necessary

Section 7 Rehabilitation of Offenders Act 1974

Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974?

YES NO

If yes, please give details / dates of offence(s) and sentence:

Section 8 Equality Act

In general, The Equality Act 2010 considers a person to be disabled if they have 'a physical or mental impairment which has a substantial and adverse long-term effect on their ability to carry out normal day to day activities'.

Do you consider yourself to have any disability which is relevant to your application?

YES NO

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that everyone can compete on equal terms. Should we make any specific arrangements in order for you to attend an interview?

YES NO

If yes, please give details:

Section 9 Protecting Children and Vulnerable Adults

All personnel are required to obtain an Enhanced DBS Certificate. This will require the completion of a separate DBS application form, providing documentary evidence of your identity and registering as a STEM Ambassador. This process will be discussed further at interview if appropriate.

Do you hold a current Enhanced DBS?

YES NO

Are you aware of any police enquiries undertaken following allegations against you, which may have bearing on your suitability for this position?

YES NO

Statement to be signed by the Applicant

If this declaration is not completed and signed, your application will not be considered.

If you are returning this form by email, you will be asked to sign your application at interview (if selected).

When checked, if information is found to be misleading or untrue this will invalidate your application and, if appointed, may lead to dismissal.

I hereby certify that:

- **All of the information I have given on this application form is correct to the best of my knowledge**
- **All questions relating to me have been accurately and fully answered**
- **I possess all of the qualifications which I claim to hold**
- **I have read and understood the job description**
- **I consent to this information being held on file**

Signed:

Date:

Section 10 References

Please give names and addresses of two referees, one to be a previous employer (if applicable), neither to be a relative.

These referees will not be approached unless you are offered the position.

Name:

PROFESSIONAL

PERSONAL

Position (job title):

Organisation:

Address:

Postcode:

Telephone No:

Email:

.....

Name:

PROFESSIONAL

PERSONAL

Position (job title):

Organisation:

Address:

Postcode:

Telephone No:

Email:

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