

GUIDANCE NOTES

You are advised to read the following notes carefully as, unless other selection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide on the application form. This advice is designed to help you complete the application form as thoroughly as possible.

When completed, read through your application form, checking for errors or gaps. Check the closing date and make sure your application is sent in plenty of time, because late applications will be considered only in exceptional circumstances. The form should be returned to the address on the advertisement/application form.

HOW WILL YOU KNOW WHAT WE ARE LOOKING FOR?

The job advertisement describes the skills, experience and qualifications we are looking for, and this is the basis against which you will be assessed. The job description and person specification will be enclosed with your application form, to show the main duties, responsibilities and personal attributes of the post. You should read them carefully and try to identify the key words and phrases.

DO YOU HAVE WHAT WE ARE LOOKING FOR?

From the information in the advertisement, job description and person specification, work out if you have the skills, knowledge and experience we are seeking. If not, show how you have used them in the past. Do not forget that skills can be transferable. The tasks you perform may not be the same as those in the job you are applying for, but the skills you use to carry out those tasks may be the same.

Remember that the skills and experiences you have gained outside paid work, for example, from domestic responsibilities, unpaid or voluntary work or organising social or community activities can demonstrate skills you have taken for granted, which could be a clear sign of your ability to do a job.

ASYLUM AND IMMIGRATION ACT 1996

The successful applicant will be required to provide one original document which proves their entitlement to work in the UK, e.g. P45 or P60, before an offer of appointment is made. A full list of suitable documents for this purpose will be issued to every successful applicant.

RECRUITMENT MONITORING

The National Coal Mining Museum for England is committed to promoting equality, inclusiveness and social justice for all its visitors and staff. The Museum works positively to achieve this by challenging all forms of discrimination, exclusion and injustice.

The Museum values the rich social and cultural diversity of the district's communities. We will endeavour to ensure that our workforce and our services reflect that diversity and community needs.

To assist the National Coal Mining Museum for England to monitor and evaluate its effectiveness in relation to equal opportunities, and for no other reason, applicants are requested to complete and return the recruitment monitoring form. The details supplied are held in confidence and are not used in any way in the recruitment and selection process.

SMOKING POLICY

The Museum operates a controlled No Smoking Policy which effectively means that the majority of premises have a non-smoking environment and staff are not permitted to smoke anywhere on site.

THE APPLICATION FORM

1. Information

Information you provide on the application form will be treated as confidential. In an attempt to ensure greater objectivity in the selection process, it is divided into two parts, (A and B) with only Part B being used to shortlist candidates for interview. Therefore, please do **not** enter your name on Part B of the application form, or on any additional information submitted in support of your application.

2. Completion of the Form

The form should be filled in as completely and clearly as possible, in black ink or typed (where applicable). If you have a disability that prevents you from completing the application form, you may have someone complete it on your behalf. Braille or taped applications are welcome and the application form is also available on the internet. If you need to attach additional sheets to support your application or to provide additional information, please quote the serial number shown at the top right hand corner of the application form. **Please note there is no serial number on the application form available on the Museum's intranet/internet.**

Read each section of the application form carefully

3. References

We need a reference from your present or most recent employer. If you have never been employed or have been out of paid work for a long time, you should give the name of a responsible person who knows you well but is not a relative. It is our practice to contact the referees of all short-listed applicants prior to interview, unless otherwise indicated on the application form. If not contacted prior to interview, the referees of the successful candidate will be contacted before an offer of appointment can be made. Referees will be sent a copy of the job description and person specification.

4. Education and Training

The qualifications section gives you an opportunity to list any examinations or certificates you have gained or are currently taking. For some jobs, qualifications are essential, but not all jobs require formal qualifications – the advertisement, job description and person specification should tell you whether qualifications are required. Original certificates will be checked upon at interview.

5. Employment History

Please provide full details of your current (or last) employment and highlight any achievements in this post. Where the information relates to your previous employment, please provide your reasons for leaving.

Please provide a continuous record of all experience, paid, or unpaid, including, for example, voluntary work, positions of responsibility or any other experience you consider relevant. If not full-time indicate the hours worked per week. Please explain any break in your work experience.

6. Information to Support Your Application

This section is probably the most difficult of the application form to complete, however, it is very important. This is where you match your skills, knowledge, experience and personal qualities to the job description, person specification and advert.

Ask yourself why you are interested in the position, for example would it be promotion or alternatively a good career move sideways to broaden your experience? Do not simply repeat your career history. Pick out skills, knowledge and experience required by the job description and person specification and provide evidence that you possess these.

RECRUITMENT MONITORING FORM

POST APPLIED FOR:

DEPARTMENT:

As an Equal Rights employer the National Coal Mining Museum for England seeks a workforce, that reflects the community it serves and is committed to providing equality of access to employment and development opportunities for people from all parts of the community.

To ensure this policy is carried out effectively, we ask all applicants to provide the following information. Selection for appointment/promotion will be based on merit and ability.

Gender: Please tick? Male Female <input type="checkbox"/>	Date of Birth:
	Age:

Marital Status: Please tick				
Single <input type="checkbox"/>	Married <input type="checkbox"/>	Divorced <input type="checkbox"/>	Widowed <input type="checkbox"/>	Separated <input type="checkbox"/>

DISABILITY

Do you consider yourself to be disabled? **Please tick** Yes No

If yes:

What Adjustments do you consider may be necessary in the recruitment process to take account of your disability? Are there any arrangements we can make for you if you are invited for interview? Please specify, e.g. the provision of an accessible interview location or an interpreter, etc:

Where did you see this post advertised?

'Openings' (Wakefield Council Publication)	<input type="checkbox"/>	Museum website	<input type="checkbox"/>
Local press	<input type="checkbox"/>	Other website	<input type="checkbox"/>
National/professional press	<input type="checkbox"/>	Other publication	<input type="checkbox"/>

ETHNIC GROUP

People in Britain belong to a wide variety of cultures and communities. Ethnic group refers to the cultural group to which a person feels they belong.

The category 'Any Other' can be used by people whose ethnic origin is not covered elsewhere.

I would describe my Ethnic Group as:

Choose one category from (a) to (e) then the appropriate box to indicate your cultural background

a) White

- British
- Irish
- Any other white background (Please specify)

b) Mixed

- White and black Caribbean
- White and black African
- White and Asian
- Any other mixed background (Please specify)

c) Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background (Please specify)

d) Black or Black British

- Caribbean
- African
- Any other black background (Please specify)

e) Chinese or Other Ethnic Group

- Chinese
- Any other ethnic group (Please specify)



**We advise that you refer to the guidance notes before you complete the Application form.
This part of the Application form will not be used to shortlist candidates for interview**

Return
to: National Coal Mining Museum for England
Caphouse Colliery,
New Road,
Overton,
Wakefield
West Yorkshire.
WF4 4RH

Please use black ink or type

APPLICATION FOR EMPLOYMENT

POST APPLIED FOR:

DEPARTMENT:

PERSONAL DETAILS

Surname/family name:	First name(s)/other names:
Maiden name:	
How do you wish to be addressed in correspondence? MR/MRS/MISS/MS or OTHER (Please state):	Telephone number where you can be contacted:
Address for correspondence:	Day:
Postcode:	Evening:
E-mail	Mobile no:

Do you have any relationships (personal/ business/financial) with any Trustees or senior staff that might conflict with the duties of the post for which you are applying?

Please tick **Yes** **No**

If yes, please provide details:

Failure to declare any such relationship may lead to disqualification for appointment or to dismissal if employed.

REFERENCES

Please give name, address, position and relationship of two referees. One of these should be your current or (if you are unemployed) most recent employer. If you have not previously been employed, give the name of a responsible person who knows you well, but not a relative.

Name: Address: Postcode: Telephone number: e-mail May we contact this referee before interview? Please tick Yes <input type="checkbox"/> No <input type="checkbox"/>	Name: Address: Postcode: Telephone number: e-mail May we contact this referee before interview? Please tick Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any dates when you will not be available for interview, e.g. holidays – please state:	

DATA PROTECTION ACT

I give my consent for the personal data contained in this Application form to be processed for the Purposes set out in the Guidance Notes to this Application form.

Signed:

Date:

SIGNATURE:

I declare that the information I have given in this application is correct to the best of my knowledge.

I understand that if I am appointed and it is later discovered that I withheld or falsified relevant information, that disciplinary action may be taken and I may be summarily dismissed.

Signed:

Date:

APPLICATION FOR EMPLOYMENT

POST APPLIED FOR:

DEPARTMENT:

EDUCATION AND TRAINING

Qualifications Obtained – Educational & Professional

Name of School/College/University	Subject	Qualification/level	Dates/year awarded	Grade obtained

Qualifications Currently Being Taken

Name of School/College/University	Subject	Qualification/level	Date commenced & duration of course

**Training Courses Attended or Currently Being Taken
(include any relevant short-courses)**

Title of training provider	Course/qualifications	Duration	Date

**Membership of Professional Bodies
(relevant to the position you are applying for)**

Name and address of professional body	Grade of membership	Membership number	Date awarded (if by exam)

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PREVIOUS EMPLOYMENT

Present or Most Recent Employment

Name & address of Employer:	Nature of business	
Job title:	Date started:	
Salary/Wage: £	Notice required:	Date left (if relevant):

State briefly your main duties and responsibilities and your position within the organisation. If you are no longer in this job, please state the reason for leaving:

Summary of Previous Employment

Include part-time and temporary posts and previous posts with your present employer. Enter details with your most recent post first. You may attach extra sheets if necessary.

Period Employed		Name of Employer, address & nature of business	Job held, grade, salary/wage	Reason for leaving
From mth/yr	To mth/yr			

Please explain any break in your continuity of employment:

INFORMATION TO SUPPORT YOUR APPLICATION

Please refer to 'Guidance Notes on Filling in Application form'

Please support your application by describing what particular experience, skills and abilities you can bring to this job, gained either through work, education, home or voluntary activities.

This is your opportunity to tell us about yourself and why you are applying for this post. Take care to explain what you have done in your present and previous jobs, or outside work and how it is relevant to this post. You may attach extra sheets if necessary.

INFORMATION TO SUPPORT YOUR APPLICATION continued

If the job you are applying for involves driving, do you hold a current driving licence?

Please tick Yes No Class _____

Have you use of a vehicle? Yes No e.g. full, provisional, HGV, PSV, etc.

Do you consider yourself to be a disabled person?

Please tick Yes No

Job Sharing

If this post is full-time and it has been advertised as being suitable for job-sharing, please tell us whether you are applying for a full-time post, willing to job-share, or whether you would consider either:

Full-time Job-share Either

If you would like to job-share this post but are unsure as to whether this is possible please contact the department concerned. Applications from single job-share applicants will be treated on their merits (see Guidance Notes).

If you are offered this job, will you have any other paid work? Yes No

FOR OFFICE USE ONLY

Date received:

Date acknowledged:

Date references taken up: by telephone

In writing

Documents relating to the Immigration, Asylum and Nationality Act 2006 checked:

Yes No

DBS Checked

Yes No

Medical screening:

Yes No

Qualifications checked:

Yes No

Signed:

Date:

NATIONAL COAL MINING MUSEUM

To all Applicants

New data protection privacy notices

In compliance with current legislation governing data protection, I enclose a data protection privacy notice. Please read the notice carefully and keep it in a safe place as it contains important information about:

- who collects personal information about you;
- which information we collect and how and why we do so;
- how we use the information and who we may share it with;
- where we may hold your personal information;
- how long we keep your information;
- your rights to correct and access your information and to ask for it to be erased;
- details of where you can find further information about some of the matters listed above; and
- how to complain if we get things wrong and cannot resolve them for you.

Please do not hesitate to contact **the Director of Finance, Planning and Performance** who can be contacted by email at info@ncm.org.uk or by telephone on 01924 848806 who will be pleased to help with any queries you might have.

Yours sincerely



Jenny Layfield
Museum Director

National Coal Mining Museum for England Trust Ltd
Caphouse Colliery, New Road, Overton, Wakefield, West Yorkshire, WF4 4RH
Tel.: (01924) 848806 Fax.: (01924) 840694 Email: info@ncm.org.uk Web.: www.ncm.org.uk

REGISTERED IN ENGLAND AND WALES AS A COMPANY LIMITED BY GUARANTEE NO. 1702426. | Reg Charity No 517325 |

VAT Reg No. 457548314 | REGISTERED OFFICE: CAPHOUSE COLLIERY

Data protection privacy notice (recruitment)

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information

The Trust is a 'data controller' and gathers and uses certain information about you and so, in this notice, references to 'we' or 'us' mean the Trust.

Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data Protection (Employment) Policy.

About the information we collect and hold

The table set out in Part A of 0 below summarises the information we collect and hold, up to and including, the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in Part B of 0 below summarises the additional information we collect before making a final decision to recruit, ie before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where information may be held

Information may be held at our offices, and third party agencies, service providers, representatives and agents.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment, further information on which is contained within the Data Protection Privacy (Employment) Notice.

Further details on our approach to information retention and destruction are available in our Record Retention (Employment) Policy.

Your rights to correct and access your information and to ask for it to be erased

Please contact the Director of Finance, Planning and Performance, who can be contacted by email on info@ncm.org.uk or by telephone on 01924 8848806 if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask the Director of Finance, Planning and Performance for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our Director of Finance, Planning and Performance will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that the Director of Finance, Planning and Performance can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

ABOUT THE INFORMATION WE COLLECT AND HOLD

Part A

Up to and including the shortlisting stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (eg address, home and mobile phone numbers, email address)	From you	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages	To enable HR personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome To inform the relevant manager or department of your application
Details of your qualifications, experience, employment history (including job titles, salary and working hours)	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process / Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit	To make an informed recruitment decision
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you, in a completed anonymised equal opportunities monitoring form	To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)	To comply with our equal opportunities monitoring obligations and to follow our equality and other policies For further information, see * below
Details of your referees	From your completed application form	Legitimate interest: to carry out a fair recruitment process	To carry out a fair recruitment process To comply with legal/regulatory obligations Information shared with relevant managers, HR personnel and the referee

Part B

Before making a final decision to recruit

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
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Information about your previous academic and/or employment history from references obtained about you from previous employers and/or education providers, together with any general referees in support of your suitability for the post <input type="checkbox"/>	From your referees (details of whom you will have provided)	Legitimate interest: to make an informed decision to recruit To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	To obtain the relevant reference about you To comply with legal/regulatory obligations Information shared with relevant managers and HR personnel
Information regarding your academic and professional qualifications <input type="checkbox"/>	From you, from your education provider, from the relevant professional body	Legitimate interest: to verify the qualifications information provided by you	To make an informed recruitment decision
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information <input type="checkbox"/>	From you and, where necessary, the Home Office	To enter into/perform the employment contract To comply with our legal obligations Legitimate interest: to maintain employment records	To carry out right to work checks Information may be shared with the Home Office
A copy of your driving licence if potential use of the Museum car is a requirement of your role <input type="checkbox"/>	From you	To comply with the terms of our insurance	To make an informed recruitment decision To ensure that you have a adequate driving licence, if a requirement of your role Information may be shared with our insurer

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked '' above to us to enable us to verify your right to work and suitability for the position.

* Further details on how we handle sensitive personal information are set out in Appendix 1 our Data Protection (Employment) Policy available from the HR department.