Application Form Logo, company name

Description automatically generated

Post Title: Historic Environment Forum Manager

Closing Date: Friday 8 December 2023, noon

**We would prefer you to complete this application form if you wish to be considered for the post**. Please return to the HEF Team Leader, [heftask1@historicenvironmentforum.org.uk](mailto:heftask1@historicenvironmentforum.org.uk)

**Equal Opportunities:** The Heritage Alliance is fully committed to the provision of equal access and opportunity as an employer.

Personal Details

|  |  |
| --- | --- |
| **SURNAME** |  |
| **Forenames** |  |
| **Title for correspondence** (e.g Ms/Dr) |  |
| **National Insurance Number** |  |
| **Email Address** |  |
| **Address** |  |
| **Home Telephone No.** |  |
| **Business Telephone No.** |  |

May we, with discretion, phone you at work? Yes / No

Do you require a work permit? Yes / No

If Yes, do you hold a current work permit? Yes / No

If shortlisted do you need any reasonable adjustments to be made at interview (interviews will be held via video conference)? Yes/No

*If yes, please specify:*

How did you hear of this post?

**Present Employment**

|  |  |
| --- | --- |
| **Position** |  |
| **Date of Appointment** |  |
| **Notice Required** |  |
| **Reasons for wanting to leave** |  |
| **Main Duties and Responsibilities** |  |
| **Employer** |  |
| **Employer’s Address** |  |
| **Employer’s Telephone No.** |  |
| **Nature of Business** |  |

Employment History

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer’s Name**  ***Nature of Business*** | **Position Held** | **Date Employed**  ***e.g. 05/78-06/20*** | **Reason for Leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Education History

|  |  |  |
| --- | --- | --- |
| **College/University Attended** | **Subject(s) Studied** | **Degree Achieved** |
|  |  |  |
|  |  |  |
| **Training Body** | **Relevant Qualifications & Training** | **Degree Achieved** |
|  |  |  |
|  |  |  |
|  |  |  |

Cover Application

|  |
| --- |
| Using the Job Description for the role to structure your application, please give your reasons for applying together with details of any previous relevant experience or special skills. You may wish to use headings. **(Max 800 words)** |
|  |

Health & Other Details

Are you registered disabled? Yes/No

*The Heritage Alliance will interview registered disabled candidates who meet the key competences required.*

Have you been convicted of any criminal offences which are not yet ‘spent’ under the Rehabilitation and Offenders Act 1974? Yes/No

*If yes, please specify details:*

The Heritage Alliance collects personal data to recruit staff, this includes name, addresses, employment history, and educational background. This data is then assessed and measured against a set of defined and published criteria in order to select candidates for a paid position. The processing of this data is necessary as part of the process of recruitment and prior to agreeing any contract. [You can read more about our privacy policy here](https://www.theheritagealliance.org.uk/tha-website/wp-content/uploads/2018/07/Heritage-Alliance-Data-Privacy-Policy-web.pdf).

References

*Give details of two persons who will provide a reference for you. Neither should be a relative and one should be your present, or if you are unemployed, last employer.*

|  |  |
| --- | --- |
| **Referee 1** |  |
| **Employer** |  |
| **Email** |  |
| **Telephone No.** |  |
| **Relationship to you** |  |
| **May we contact before interview** |  |
| **Referee 2** |  |
| **Employer** |  |
| **Email** |  |
| **Telephone No.** |  |
| **Relationship to you** |  |
| **May we contact before interview** |  |

Declaration

|  |  |
| --- | --- |
| *I declare that the information given in this application is true. I accept that giving false information will disqualify me from being appointed or, if appointed, may result in my dismissal.* | |
| **Signature** | **Date** |
|  |  |