****

**APPLICATION FOR EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post details** | | | |
| Post Title |  | | |
| Where did you see the post advertised? |  | | |
| Have you worked for MOLA before? | Yes  No | | |
| If Yes, please provide details of post held and date |  | | |
| Availability from: |  | Availability until: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal details** | | | | |
| Title | |  | | --- | |  |   Mr  Mrs  Miss  Ms  Dr Other: | | | |
| Surname |  | First name(s) | |  |
| Current living Address |  | | | |
| Phone |  | Email |  | |
| Nationality |  | | | |

|  |
| --- |
| **Entitlement to work in the UK** |
| Do you have a legal right to work in the UK?  Yes  No |
| If Yes, are there conditions attached, for example start or finish dates?  If No, what type of permit/visa do you require and have you applied for it? |

|  |
| --- |
| **Rehabilitation of offenders** |
| Please note all unspent criminal convictions should be declared. Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974 (amended 2001)?  Yes  No |
| If Yes, please provide details. |

|  |
| --- |
| **Driving** |
| Do you have a current full driving licence?  Yes  No  Are you willing to drive company vehicles?  Yes  No  Do you have any endorsements on your licence?  Yes  No  Have you been involved in a car accident in the last three years?  Yes  No |
| If you answered Yes to either of the last two questions, please provide details: |
|  |

|  |  |
| --- | --- |
| **Archaeological overview** | |
| Commercial archaeological fieldwork experience: | Non-commercial archaeological experience: |
| |  |  | | --- | --- | |  | years |  |  |  | | --- | --- | |  | months |   as a:  Trainee  Archaeologist  Supervisor  Project Officer | |  |  | | --- | --- | |  | years |  |  |  | | --- | --- | |  | months |   in the form of:  Field school  Volunteering  Research excavation projects  Other |

|  |  |  |
| --- | --- | --- |
| **Archaeological certifications** | | |
| Construction Skills Certification Scheme (CSCS) card:  Academically Qualified Person (AQP)  Professionally Qualified Person (PQP)  Trainee  Site Labourer  Provisional  Site Visitor  Construction Related Occupation (CRO)  None   |  |  | | --- | --- | | Expiry date of CSCS card: |  | | | |
| CIfA membership | Level of CIfA membership: |  |
| Confined Spaces Entry | Expiry date: |  |
| First Aid | Expiry date: |  |
| SSSTS / SMSTS | Expiry date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Current or most recent employment** | | | |
| Name of employer: |  | | |
| Address of employer: |  | | |
| Post title: |  | | |
| Salary: |  | | |
| Date appointed: |  | Date leaving: |  |
| Notice period: |  | | |
| Key responsibilities: | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Commercial archaeological employment history (including any current employment)** | | | |
| Organisation | Dates | Post held | Details of post and experience (e.g. urban / rural / infrastructure, etc.) |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Non-commercial archaeological experience (such as academic, research, voluntary)** | | | |
| Organisation | Dates | Post held | Details of post and experience (e.g. urban / rural / infrastructure, etc.) |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other employment (non-archaeological)** | | | |
| Organisation | Dates | Post held | Details of post and responsibilities |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Education** | | |
| Please give details of your education starting with the most recent. Please add only school grades obtained for English and Maths. | | |
| Institution  *(e.g. University of York)* | Qualification level  *(e.g. BA(Hons) Archaeology)* | Mark attained  *(e.g. 2:1)* |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Supporting statement** |
| Please refer to the job description and person specification, and outline how you meet the essential criteria for the role. |
|  |

|  |
| --- |
| **Additional requirements** |
| Do you consider yourself to have a disability?  Yes  No |
| If yes, please give details and indicate whether you would need any help, support or special equipment to enable you to carry out the duties outlined in the job description: |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **References** | | | |
| Please provide full details of two referees. At least one must include your current or most recent employer. Your current employer will only be contacted with your consent. | | | |
| **Referee One** | | | |
| Name |  | | |
| Position |  | | |
| Relationship to you |  | | |
| Address |  | | |
| Phone |  | Email |  |
| **Referee Two** | | | |
| Name |  | | |
| Position |  | | |
| Relationship to you |  | | |
| Address |  | | |
| Phone |  | Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration** | | | |
| I understand and agree that any appointment offered would be conditional to the verification (to MOLA’s satisfaction) of the information provided on this form and that this information, and that contained on any attached documents is true and complete to the best of my knowledge. I also understand that it may be a criminal offence to attempt to obtain employment by deception and that any misrepresentation, omission of a material fact or deception will be cause for immediate cancellation of consideration for employment, or for dismissal if already employed.  I authorise MOLA to process my personal data taken from this form both manually and electronically as part of the employment record.  If I am successful for appointment I hereby authorise MOLA to verify information on this form and to the extent permitted by law. I also authorise MOLA to perform reference checks of my employment as indicated.  I acknowledge and understand that the appointment will be subject to satisfactory references and will be subject to either a Basic Disclosure check or a Standard or Enhanced Criminal Records Bureau Disclosure if the nature of the position means it is exempt from the rehabilitation of Offenders Act 1974. | | | |
| Signed |  | Date |  |