**Application for Employment – Curator (Collections)**

**Personal Details**

Please only provide information for where we are free to contact you

|  |  |
| --- | --- |
| Your name |  |
| Address |  |
| Post Code |  |
| Telephone |  |
| Email |  |

**Present or Most Recent Employment Details**

|  |  |
| --- | --- |
| Job title |  |
| Employer |  |
| Address |  |
| Contact person |  |
| Telephone |  |
| Date appointed |  |
| Reason for seeking other employment |  |
| Present salary or fee income |  |
| Notice required – if applicable |  |
| Have you ever been subject to Disciplinary Proceedings? |  |
| If yes, please indicate the outcome |  |

**Sickness Absence Details**

|  |  |
| --- | --- |
| Please note that in accordance with the Data Protection Act 1998, all sensitive personal information given will be used in connection with this application process only. Please give details of sickness absence during the last 24 months. |  |
| Number of days |  |
| Number of periods |  |
| Reason(s) for Absence(s) |  |

*Please note that for the successful candidate the information supplied regarding sickness absence will be verified with their previous employer.*

|  |
| --- |
| **Please give information about your leisure interests, sports, hobbies, etc.** |
|  |

**Supporting information**

|  |  |
| --- | --- |
| Are you eligible to work in the UK?  All applicants will be asked to produce relevant documentation (employers are required to verify status of eligibility to work in the UK) |  |
| Your role may bring you into contact with vulnerable adults and children. Are you willing to undergo an Enhanced Level Disclosure and Barring Service check if required? |  |
| **Criminal convictions**  Do you have any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974?  *A conviction may not preclude you from consideration for the role, depending on the offence.* |  |
| If **YES**, please give details: |  |

**References**

Please list two people whom we may approach for professional references. One of these should be your current or most recent employer

**Referee 1**

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Organisation: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| **May we contact this referee before interview?** |  |

**Referee 2**

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Organisation: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| **May we contact this referee before interview?** |  |

*The Museum of East Asian Art reserves the right to take up references, after an offer has been accepted, with any or all of your previous employers.*

**Declaration**

|  |  |
| --- | --- |
| **Signature**: | **Date**: |

**Please let us know where you first saw this position advertised by inserting an X against the options below:**

* Leicester Jobs Desk
* Arts Jobs/ Arts Council’s Jobsite
* MEAA website
* South West Federation of Museums
* SW MDO (Museum’s Development Officer)
* Other

If you selected ‘Other’ please explain where:

Please return this form along with your CV and covering letter of no more than two sides of A4 explaining why you are the right person for this position to: [museum.manager@meaa.org.uk](mailto:museum.manager@meaa.org.uk)

***Please note we are unable to accept incomplete or late applications***

**Deadline for applications: Sunday 23 January 2022 (11pm)**

**Interviews will be held: Week Commencing 14 February 2022**