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# Application for Employment

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| **CONFIDENTIAL** |

Please complete and return this form to: **recruitment@aerospacebristol.org** or post to HR Department, Bristol Aero Collection Trust, 15 F Northway, Filton, Bristol BS34 7QH. Please use block capitals to complete this form.

Position applied for

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| **NAME** (*in block letters*) |

Surname

Forename(s)

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| **FULL POSTAL ADDRESS** (*in block letters*) |

Permanent address Telephone number(s)

Daytime

Evening

E-mail

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| **PERSONAL DETAILS** |

a Do you require a permit to work in this country? YES/NO (delete as appropriate)

If so, do you already have one? YES/NO

b Do you have a current driving licence? YES/NO

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| **SUITABILITY FOR THE POSITION** |

please tell us in your own words why you believe you are a suitable candidate for the advertised role, and what particular qualities and experience you would bring to the post if appointed:

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| **AVALIABILITY** |

1. It is important that our team are flexible with their working hours, which of the following applies to you;
   1. I can always be flexible with my hours with notice.
   2. I can occasionally be flexible with my hours with notice.
   3. I can never be flexible with my hours with notice.
2. Are you available to work on Saturdays and Sundays? (please note all successful candidates will be available to work at weekends) YES/NO
3. Please indicate which hours you may be available to work on each day of the week, and how many hours per day you can work in the table below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Mon** | **Tue** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| From: | From: | From: | From: | From: | From: | From: |
| To: | To: | To: | To: | To: | To: | To: |
| Max hours: | Max hours: | Max hours: | Max hours: | Max hours: | Max hours: | Max hours: |

1. How many hours per week would you like to work? ...............................
2. What is your notice period? ................................
3. Sometimes, in order to deliver a great experience to our visitors, we need to work late. Are you able to travel home from work safely late at night when public transport is not running? YES/NO

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| **REFEREES** |

Please list two people whom we may approach for professional references - one of these should be your present employer if applicable. (Please complete fully)

Professional/Personal (delete as appropriate) Professional/Personal (delete as appropriate)

Name Name

Address Address

Occupation Occupation

Tel No Tel No

E-mail E-mail

May we approach the above referees at this stage? (delete as appropriate)

YES/NO YES/NO

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Have you ever been convicted of a criminal offence? YES/ NO

*(Declaration subject to the Rehabilitation of Offenders Act 1974)*

If yes, please give details: ………...

**DECLARATION**

I understand that Bristol Aero Collection Trust is permitted to hold personal information about me as identified on this application form, as part of its recruitment procedures and personnel records.

By submitting this application form, I hereby declare that the information contained in this form is correct. Any false or misleading information provided by me on my application form or any other related documents may result in any subsequent employment being terminated.

Signed: ……………………………………………………..

Date:……………………………………………………….

Bristol Aero Collection Trust is an Equal Opportunities Employer