



For Internal Use only

Application No.

## Application for Employment

Private and Confidential

### Post Details

Post Title	Department	Reference NMS
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### Personal Details

Surname	Initials
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### GDPR and Data Protection Act 2018

The information collected on the Application for Employment will only be used for the purposes of recruitment and selection for the post you have applied for with National Museums Scotland, in accordance with General Data Protection Regulation. As you will appreciate, we need to use your personal information to process your application, determine your suitability for the role, comply with our legal obligations, take steps towards entering into a contract with you, and further NMS' legitimate business interests. Please refer to National Museum Scotland's Applicants & Candidates Privacy Notice for more information.

### Education and Training

Please provide details of qualifications gained or study being undertaken and examination results which are available. Please also detail any training which you have undertaken which is relevant to this application.

#### Secondary Education

Qualifications gained	Subject	Grades

#### Further and Higher Education

Where attended	Qualifications gained

National Museums Scotland  
Chambers Street Edinburgh EH1 1JF

T 0300 123 6789  
F 0131 220 4819  
info@nms.ac.uk  
www.nms.ac.uk

National Museum of Scotland  
National Museum of Flight  
National Museum of Rural Life  
National War Museum  
National Museums Collection Centre

Textrelay 18001 0300 123 6789

### Other Training Relevant to this Application

Name of Course	Provider and Duration

### Membership of Professional Association(s)

Name of Professional Association	Membership Level

## Employment Record

### Present or Most Recent Employment

From Date (Day/Month/Year)	Name of Employer
To Date (Day/Month/Year)	Address of Employer
	Position Held

Summary of main duties and responsibilities

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Achievements

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## Statement in Support of Application

Outline your reasons for applying and how your experience, knowledge and skills meet the job description, person specification and key competencies for the post. All the essential criteria must be covered.

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## References

Please give the details of two referees, one of whom must be a present or most recent employer covering at least 3 years of employment or study. Any offer of employment will be made subject to references which are satisfactory to National Museums Scotland. Where the referees do not cover the last 3 year period continuously please use attached sheet to add supplementary referees.

Name and Title	Name and Title
Job Title/Position	Job Title/Position
Organisation/Company	Organisation/Company
Address	Address
Email address	Email address
Telephone No.	Telephone No.

May the reference be sought now? Yes  No

May the reference be sought now? Yes  No

## Interview Arrangements

Please indicate any dates when you would be unable to attend for interview (we cannot undertake to avoid these dates but will try to do so).

When could you take up post, if appointed?

## Declaration

I verify that, to the best of my knowledge, the information supplied by me on the Application for Employment and on any additional sheet is correct. I accept that false information or omission may lead to dismissal.

Signature <i>(please give initials and not forename in signature)</i>	Date
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