

# ARCHAEOLOGICAL PROJECT SERVICES



## APPLICATION FOR EMPLOYMENT

Dear Applicant,

Thank you for your interest in a position at Archaeological Project Services. If you would like to be considered for an appointment to the Trust, please complete the application form and return it to the Administrator at; **The Old School, Cameron Street, Heckington, Sleaford, Lincolnshire, NG34 9RW** or email to [info@apsarchaeology.co.uk](mailto:info@apsarchaeology.co.uk)

**Please complete each section of the form as fully as possible.**

Unfortunately, due to the number of applications we receive we are not able to inform those candidates who have not been shortlisted for interview.

If you are shortlisted, you will normally be invited by email within three weeks of the closing date to attend an interview. We generally take up references *before* interviewing candidates unless a request *not to do so* is clearly stated on the application form.

The decision of the interview panel is made based on information given during the recruitment process. All appointments are subject to the receipt of two satisfactory references and proof of the right to work in the UK.

New appointees are subject to a probationary period before the appointment is confirmed.

We look forward to receiving your completed application form, which will be given our full consideration.

Yours sincerely

Jenny Sanderson  
APS Administrator

### D & I Statement

Archaeological Project Services and its parent organisation, the Heritage Trust of Lincolnshire, are an equal opportunities employer and are committed to equality, diversity and inclusion. We endeavour to maintain a working environment free from discrimination, victimisation, harassment and bullying. Please help us to continually improve and monitor our equal opportunities by completing the monitoring form.

This application form is used to assess your suitability for the position for which you are applying. Please complete it in full. The information given on this form will be treated in strict confidence and in full compliance with Data Protection act.

**POSITION APPLIED FOR:**

**SECTION ONE: PERSONAL DETAILS**

Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Other	<input type="checkbox"/>	Please state _____
Surname										
First and middle names										
Home address										
Post code										
Email address						Telephone Daytime				
Telephone Evening						Mobile				

**SECTION TWO: QUALIFICATIONS AND TRAINING**

Level of Qualification	Subject	Name of Institution	Grade Awarded

Professional Qualifications/Membership of Professional Bodies	
Name of Professional Association or Institution	Grade of Membership

### SECTION THREE: EMPLOYMENT HISTORY

List employers for the last five years, starting with your current or most recent one. If you have a history of shorter work assignments, you can leave this section blank and attach your CV instead. If you have not been in paid employment during that time, please supply details of your two most recent periods of employment and supply details of any career breaks. If you have worked in a similar position and/or setting prior to your five years, please do add this in.

Current or last Employer's Name	Date From	Date To	Job Title
<b>Address</b>			
Why did you/are you seeking to leave this employer?			

Previous Employer's Name & Address	Date From	Date To	Job Title
	<b>Reason for Leaving</b>		
Previous Employer's Name & Address	Date From	Date To	Job Title
	<b>Reason for Leaving</b>		
Previous Employer's Name & Address	Date From	Date To	Job Title
	<b>Reason for Leaving</b>		
Previous Employer's Name & Address	Date From	Date To	Job Title
	<b>Reason for Leaving</b>		

**SECTION FOUR: SUPPORTING STATEMENT**

Please set out below evidence of your suitability for this post stating your experience and skills gained through study, training, employment and other examples. (Maximum word count of 650 words)

**SECTION FIVE: REFERENCES**

Please give the names and addresses of two people **(these cannot be a friend, relative or junior colleague)** who can provide an assessment of your suitability for this post. If you are currently employed, or have been employed, give your current or most recent employer. If you are or have worked with children and/or vulnerable adults before and your post is in relation to working with them, one of your references must be that of your current or most recent employer within that setting. (We will only apply to your referees if you are selected for an interview).

Name	Name
Address	Address
Telephone	Telephone
Email	Email
In what capacity do you know this person?	In what capacity do you know this person?

If offered this post, when would you be able to begin work? \_\_\_\_\_

**SECTION SIX: GENERAL INFORMATION**

If offered this post, you will be asked to produce evidence of your right to work in the UK. The requirement is in line with the Asylum and Immigration Act 1996.

Do you need a work permit to take up employment in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, do you already have a work permit for your current employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Right to work share code (if required for checks)		

If appointed, do you have any business financial interests or other continuing employment which might conflict with the duties of this post?

Yes  No  If YES, please provide details \_\_\_\_\_

Do you hold a DBS certificate?	YES	NO
If yes, please provide a copy of the certificate. (It may be a condition of your employment that you hold a valid DBS certificate and if you do not have one, you will be expected to provide the necessary information in order to obtain one.)		

Do you have a full current driving licence?	YES	NO
Is it free of endorsements?	YES	NO (if no, give details)

## SECTION SEVEN: REHABILITATION OF OFFENDERS ACT 1974

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is either a “protected caution” or a “protected conviction” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Please specify below details of all and any past or pending cautions or convictions, whether spent or otherwise, except for protected cautions or convictions. If you have no past or pending cautions or convictions, please specify “None”.

## SECTION EIGHT: DECLARATION

### STATEMENT ON DATA PROTECTION AND DATA PROCESSING

The Data Protection Act (1998) aims to ensure that all organisations that collect, process and store information about individuals do so correctly (i.e., people about whom information is collected know of its existence and how to correct it if it is wrong). As part of the Trust’s management processes – and in order for the Trust to process your job application further – the Trust needs to collect, process and store information about you as contained within the application form.

Personal information contained within the application form will only be used for the post applied for and no other purpose. The information will be kept confidentially by the Trust and only used by the interview panel for the purposes of selecting the best candidate for the job. If an applicant is not appointed, then his or her information will be destroyed.

If an applicant is appointed to the post, the Trust will maintain his or her information collected for pay, contract and management purposes, and not for any other purpose. Information will be held on computer and on paper record. Any member of staff has the right to request to see- and if necessary, update and correct – the information held about them by the Trust by contacting the Office Manager.

Further processing of this application is conditional upon the applicant agreeing to the processing of data for standard purposes.

If it is discovered that you have given any information that you know to be false, or withhold any relevant information, your application may be rejected, or any subsequent employment terminated

I confirm that the information contained in this application is correct. I understand that any false information or deliberate omission will disqualify me from employment or will render me liable for dismissal. I also consent to Heritage Lincolnshire processing my data as outlined in the Data Protection statement detailed above.

Signature of applicant .....

Date .....