**Post: Project Officer**

Post Type: Temporary and Full time

Closing date: 20th August

Interviews are planned to take place late August

**Data protection**

Details supplied in your application may be held for 12 months after which they will be disposed of. National Mining Museums Scotland Privacy Policy can be viewed on our website: <https://www.nationalminingmuseum.com/privacy-policy/>.

All information provided by applicants will be treated as confidential.

Please complete and return our **Application Form** and **Equality and Diversity Monitoring Form** and send to Dorota Topolniak at financeandadmin@nationalminingmuseum.com.

**Please note that CVs will not be accepted.**

If you have any access requirements or would like to discuss an application in an alternative format, please contact NA Dorota Topolniak at financeandadmin@nationalminingmuseum.com.or call 0131 663 7519.

**Interviews**

Invitations to interview will be sent by email. The planned interview date is at the top of the application form. Interviews will take place in person unless otherwise specified. The interview will include competency-based questions and may consist of a task or presentation, which we will send information about in advance.

**Personal Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email** |  |
| **Contact Phone Number** |  |

**Please delete as appropriate**

|  |  |
| --- | --- |
| Full Driving Licence | Yes/No |
| Endorsements on Driving Licence (if yes, please give details including dates) | Yes/No |
| Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974?) | Yes/No |
| Are you willing to work overtime and weekends if required? Please give details of any hours which you would not wish to work | Yes/No |
| Have you worked for National Mining Museum Scotland before? (if yes, please give details) | Yes/No |
| Please confirm that you have the right to work in the UK | Yes/No |

**Education and Training**

Please provide details of qualifications gained or study being undertaken. Please also list any relevant training which you have or are undertaking.

**Secondary Education**

|  |  |  |
| --- | --- | --- |
| **Level** | **Subject** | **Grade** |
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**Further and Higher Education**

|  |  |
| --- | --- |
| **Where attended** | **Qualifications gained** |
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**Other training relevant to this application**

|  |  |  |
| --- | --- | --- |
| **Name of course** | **Provider and result** | **Date completed** |
|  |  |  |
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**Membership of Professional Association(s)**

|  |  |
| --- | --- |
| **Name of Professional Association** | **Membership Level** |
|  |  |
|  |  |
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**Work Experience**

Please provide details of your current or most recent employment.

|  |  |
| --- | --- |
| **Name of current or recent employer** |  |
| **Address** |  |
| **Job Title** |  |
| **Brief description of responsibilities and duties** |  |
| **Dates of employment** |  |
| **Reason for Leaving** |  |
| **Notice Period** |  |

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of employer** | **Dates** | **Job title and main duties** | **Reason for leaving** |
|  |  |  |  |
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If relevant, please give details of any voluntary work, stating the most recent first.

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| --- | --- | --- |
| **Name and address of organisation** | **Dates** | **Role title and main duties** |
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**Role Specific Questions**

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| --- |
| **Please explain why you are applying for this position (Up to 150 words)** |
|  |

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| --- |
| **In relation to the essential and desirable criteria listed in the person specification, please tell us what knowledge, skills and experience you would bring to this role.** |
|  |

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| **Please tell us anything else about yourself that you think is relevant to your application. This may include hobbies, achievements of leisure activities.** |
|  |

**Supplementary Information**

|  |
| --- |
| **If needed, please provide any further information to support your application** |
|  |

**References**

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

**Reference 1**

|  |  |
| --- | --- |
| **Name** |  |
| **Position and Organisation Address** |  |
| **Contact Phone Number** |  |
| **Email** |  |
| **Can we approach before interview?** | Yes/No |

**Reference 2**

|  |  |
| --- | --- |
| **Name** |  |
| **Position and Organisation Address** |  |
| **Contact Phone Number** |  |
| **Email** |  |
| **Can we approach before interview?** | Yes/No |

**Declaration**

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, in compliance with data protection legislation and as set out in the Company’s Employee Privacy Notice. I undertake to notify the Company immediately of any changes to the above details.

Signed:

Date:

**Source of Application**

|  |  |
| --- | --- |
| How did you hear about this vacancy? |  |