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| Personal Details –Please complete this in full as we will use this information to contact you. | |
| Title: Mr / Mrs / Miss / Ms |  |
| First Name(s) |  |
| Last Name / Family Name |  |
| Address |  |
| Postcode |  |
| National Insurance Number |  |
| Tel No (Home) |  |
| Tel No (Work) |  |
| Mobile |  |
| Email |  |

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| **Qualifications** – Please list all of your formal qualifications below. If invited for interview you will be asked to provide evidence of your qualifications. If necessary, please add additional rows. |

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| Qualification (i.e. GCSE, AS, A, BTEC, NVQ etc) | Grade |
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| Please detail any training courses you have undertaken – particularly those that are relevant to the post, even if undertaken outside of your formal employment. |

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| Course | Grade  (If appropriate) | Year Undertaken |
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| Please give details of any current Professional Memberships. |

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| Professional body or Association | Status / Grade | Membership Number |
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| **Employment History** – Please list your current and previous employment and any relevant voluntary, part-time, casual and unpaid work, **starting with the most recent.** Please be as full and accurate as you can. If there are any gaps in your employment, please include an explanation for these gaps. |

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| Current or most recent employer | |
| Job Title |  |
| Employers Name and Address |  |
| Date Appointed |  |
| Date of Leaving (if applicable) |  |
| Salary |  |
| Notice Period (if currently employed) |  |
| Reason for Leaving (if not currently employed) |  |

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| Other Previous Employment | | | | |
| Job Title | Name and Address of Employer | Salary | Length of Service  (Years & months) | Reason for Leaving |
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| References |
| One of your referees must be your present / most recent employer. Please state in what capacity each referee is known to you e.g. current employer.  Please note if you do not give your present / most recent employer as one of your referees, without explanation, you may not be short listed. The Tramway Museum Society may require additional references satisfactory to them in addition to the two supplied here. If this is the case this will be discussed with you. |

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| First Referee |  |
| Title – Mr / Mrs / Miss/ Ms |  |
| Name |  |
| Job Title |  |
| Address |  |
| Postcode |  |
| Tel No. |  |
| Mobile No. |  |
| Email |  |
| How do you know this person? |  |
| If you are selected for interview / assessment may we contact this person prior to the interview / assessment?  ­­­Yes  No | |

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| Second Referee |  |
| Title – Mr / Mrs / Miss/ Ms |  |
| Name |  |
| Job Title |  |
| Address |  |
| Postcode |  |
| Tel No. |  |
| Mobile No. |  |
| Email |  |
| How do you know this person? |  |
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| Criminal Convictions |

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| The Tramway Museum Society strives to be an equal opportunities employer and challenges all forms of unlawful and unfair discrimination. You are advised that the disclosure of a criminal conviction or binding over order will not necessarily bar you from applying for work with the TMS as each case will be dealt with on its own merit and given full and fair consideration.  Do you have any unspent criminal convictions or have you been subject to any caution or binding over orders in the last twelve months? (Delete as appropriate) Yes/no  If YES please give details of the offence, Court and sentence below. Continue on a separate sheet if necessary**.**  Details of ‘spent’ convictions will only be requested from applicants for posts considered exempt from the Rehabilitation of Offenders Act and these will be obtained via a check with the Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act.  **Please ensure you put your name and your NI number on any additional sheets so we can match them to your application.** |

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| Canvassing / Relationships |
| You must not canvass from Tramway Museum Society Board Members, volunteers or employees of the Tramway Museum Society in order to unfairly further your application or give you an unfair advantage. If it becomes clear that you have canvassed, then your application will not be considered. Making a declaration about a personal, business or professional relationship with a Board Member, volunteer or employee of the TMS will not in itself disqualify you for consideration unless, in the view of the TMS, the nature of that relationship and the duties and influence of the post for which you are applying could result in a conflict of interest. If evidence of canvassing or failure to declare a relationship comes to light after you have been appointed, you may face disciplinary action and possible dismissal.  **If you have a relationship with a member of the Tramway Museum Society’s Board, volunteer or an employee of the TMS please state their name, position and the nature of your relationship.** |

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| Declaration |
| Please read the declaration below and sign your name and date to confirm that the information that you have supplied is complete and truthful and that you agree to the information being processed and used by the Tramway Museum Society for the purposes of recruitment, monitoring and (if appropriate) subsequent employment.  By supplying the information on this form you consent to its being processed for all employment purposes as defined in Data Protection legislation and its use in any verification checks that may be made.  **We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information for the same purposes with other organisations that handle public funds.**  **I certify that to the best of my knowledge that all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, in the event of my appointment, may be dismissed without notice. I also understand that the appointment will be subject to the receipt of references satisfactory to the employer and criminal records checks (as appropriate).** |

Section 2

Please read through the job description and person specification to get a clear view of what the job involves. It is important to us that you work through this section detailing under each statement how you meet that particular requirement giving examples.

These may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time.

It is important that you give relevant examples under each area, it is not sufficient simply to restate the requirement as a positive statement. For example if the requirement is “Experience of Line Managing Staff”, it is not sufficient to state “I have previous experience of managing staff and currently line manage 6 employees”. What we are looking for is more like “I currently manage 6 employees. In this capacity I carry out annual appraisals and regular one to ones on a six weekly cycle. I have had to address both capability issues – ***give an example*** - and misconduct issues – ***give an example***.”. There may more to write about in relation to line management of staff so you may give examples of motivating your team to complete a particular task, or going through a restructure. What we are looking for is a demonstration of the skill rather than a simple statement of “I have done this and I currently do this”.

Please ensure that the information you provide is well structured and relevant to the point, it will help us in shortlisting. The presentation and clarity of your response will also make it easier for us to shortlist. The boxes will expand to enable you to complete your responses.

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| **We are looking for a skilled and effective people manager with ability proven in a commercial customer service environment. Can you provide examples of your working experiences that demonstrate that?** |

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| **The role requires a strong level of empathy and understanding for the requirements of customers visiting a heritage transport attraction. Can you demonstrate that you can apply your skills and experiences to a heritage tramway?** |

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| **Building good relationships with good communication skills will be essential for this role. Please give us one example of a situation where you have done this effectively.** |

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| **Do you hold a relevant Health and Safety management qualification (e.g. IOSH, NEBOSH) and/or experience in preparing risk assessments?** |

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| **Please tell us about your experience of working with volunteers. How does this differ from working with employed colleagues?** |

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| **The role requires the ability to translate legislative requirements into practical action and policy documentation, can you give an example of when you have done this?** |

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| **Please give us an example of when you have needed a high level of personal resilience, whilst demonstrating tact and diplomacy.** |

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| **Please tell us about your interest/experience of heritage tourism and/or museums:** |

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| **Do you hold a full UK driving licence (yes/no)**  **Do you have a current DBS check, or will you need to obtain one?** |

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| Personal statement: please tell us why you are applying for this role.. |

Please return completed application to: Graham Bennett

Email: [Graham.Bennett@tramway.co.uk](mailto:Graham.Bennett@tramway.co.uk) by 14th March 2025

