



APPLICATION FOR EMPLOYMENT

POST DETAILS

Post Title		Post Reference	
Where did you see this post advertised?			

PERSONAL DETAILS

Surname CAPITALS		Other Names:		Preferred title:	
Address:			Postcode:		
Telephone			Email address:		
Nationality:					

Wessex Archaeology welcomes applications from people with disabilities and aims to be supportive in their employment.
Do you consider yourself disabled? ☐ Yes / ☐ No

RIGHT TO WORK IN THE UK

Do you have the right to work in the UK? ☐ Yes / ☐ No

Please provide us with any other information relating to your eligibility to work in the UK including work permits, visas etc:

CRIMINAL CONVICTIONS: Declaration subject to the Rehabilitation of Offenders Act 1974 (amended 2001)

Please note that all unspent criminal convictions should be declared. Furthermore, please be advised that should your application be successful and in the event that you commence employment with Wessex Archaeology, during the time which you are employed it will be your responsibility to inform us of any convictions at the time they arise.

Having a conviction will not automatically affect your employment opportunities with Wessex Archaeology. The nature of any convictions and their relevance to the role for which you are applying will be considered and all information relating to convictions will be treated as confidential.

Do you have any unspent criminal convictions? ☐ Yes / ☐ No

If yes, please provide details:



MEMBERSHIP OF PROFESSIONAL BODIES including IfA, Fellowship of Geological Society, Society of Antiquaries, CIPD etc

CERTIFICATION including CSCS, First Aid, Manual Handling etc

DRIVING

Do you have a current full UK driving licence? ☐ Yes / ☐ No

Have you ever been refused car insurance in the past? ☐ Yes / ☐ No

Do you have any endorsements on your licence? ☐ Yes / ☐ No

Have you been involved in any road traffic accidents within the last 3 years? ☐ Yes / ☐ No

If you have answered YES to any of the last 3 questions, please provide details

EDUCATION

College/University attended (please state if full or part-time)	From	To	Qualifications awarded (please state subject and grade or class and division)

CURRENT OR MOST RECENT EMPLOYER

Name & address of employer:

CURRENT POST

Post Title:	Period of appointment – From– To:
Salary:	Length of notice you are required to give:

Brief description of duties and responsibilities:



PREVIOUS EMPLOYMENT - (please start with the most recent up to the last 10 years if applicable)			
Name of Employer	Post Held & key areas of responsibility	Period of Employment From To	

REFEREES			
Please give the names and addresses of two referees who are able to comment on your suitability for this appointment. Ideally at least one should be your current or most recent employer. Wessex Archaeology will contact referees by email for shortlisted candidates prior to interview, and without further advice to applicants unless otherwise stated below:			
(1)	Name:		Position held/capacity known:
	Address:		Email address:
			Telephone:
	Postcode:		
	May we contact the referee prior to interview? <input type="checkbox"/> Yes / <input type="checkbox"/> No		
(2)	Name:		Position held/capacity known:
	Address:		Email address:
			Telephone:
	Postcode:		
	May we contact the referee prior to interview? <input type="checkbox"/> Yes / <input type="checkbox"/> No		



ADDITIONAL REQUIREMENTS

Please give details of any adjustments (e.g. special equipment) that you will require to undertake this role. Please also note any special arrangements that will be necessary (e.g. for access and egress) should you be asked to attend for interview.

ADDITIONAL INFORMATION

Please detail below (continuing on additional sheets if necessary) how your qualifications, skills, knowledge and experience match the requirements for this appointment.

DECLARATION

Knowingly providing false or misleading information may disqualify you and if you have been appointed may result in dismissal.

I declare that the information given in this application is to the best of my knowledge complete and correct.

Signed:

Date:

DATA PROTECTION ACT 1998

The information contained within your application is being requested to enable Wessex Archaeology to make employment decisions and meet statutory obligations. Any information provided to the Wessex Archaeology in this context will be treated confidentially and used only by manager(s), members of the Wessex Archaeology, personnel, superannuation and payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.