**Application for Employment – Volunteer & Membership Manager**

**Your details**

*Please only provide information for where we are able to contact you*

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Post Code |  |
| Phone |  |
| Email |  |

**Your current or most recent employer, or freelance position**

|  |  |
| --- | --- |
| Name of employer |  |
| Address |  |
| Postcode |  |
| Job title |  |
| Present salary or fee income |  |
| Length of time with employer |  |
| Reason for leaving |  |
| Notice required – if applicable |  |
| Have you ever been subject to Disciplinary Proceedings? |  |
| If yes, please indicate the outcome |  |

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| **Please give information about your leisure interests, sports, hobbies, etc.** |
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**Supporting information – Right to work in the UK and Criminal Convictions**

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| Are you eligible to work in the UK?  All applicants will be asked to produce relevant documentation (employers are required to verify status of eligibility to work in the UK) |  |
| Your role may bring you into contact with vulnerable adults and children. Are you willing to undergo an Enhanced Level Disclosure and Barring Service check if required? |  |
| **Criminal convictions**  Do you have any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974?  *A conviction may not preclude you from consideration for the role, depending on the offence.* |  |
| If **YES**, please give details: |  |

**References**

Please list two people we can ask to give you a reference. One of these should be your current or most recent employer.

**Referee 1**

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Organisation: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| **May we contact this referee before interview?** |  |

**Referee 2**

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Organisation: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| **May we contact this referee before interview?** |  |

The Museum of East Asian Art reserves the right to take up references after an offer has been accepted, with any or all of your previous employers.

**Interview arrangements and availability**

We are committed to supporting equality, diversity and inclusion (EDI).

Please let us know if there are any reasonable adjustments we can make to help you with your application or with our recruitment process.

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**Interviews will be held in person at the Museum during w/c 18 August and are likely to be on Thursday 21 August 2025.** Please let us know if you are NOT available on this date and which other days that week you might be available.

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If appointed, when would you be able to start working with us?

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Please let us know how you heard about this job.

*Your response helps us know how effective our recruitment process is in reaching diverse communities.*

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**Declaration**

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberate false information could result in dismissal.

**Name:**

**Signature:**

**Date:**

Please return this Application Form along with your CV and covering letter explaining why you are the right person for this position to: [museum.manager@meaa.org.uk](mailto:museum.manager@meaa.org.uk)

**Deadline for applications: midnight on Friday 15 August 2025**

**Please note we are unable to accept incomplete or late applications.**