**The Kent Mining Heritage Foundation**

Charity Number: 1165403

The Kent Mining Museum

Betteshanger Visitor Centre

Betteshanger Country Park

Deal, Kent CT14 0BF

[info@kmhf.org.uk](mailto:info@kmhf.org.uk)

[www.kentminingmuseum.co.uk](http://www.kentminingmuseum.co.uk)





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| **APPLICATION FOR THE POST OF LEARNING & ENGAGEMENT OFFICER** | | | | | | | | | | |
| PLEASE COMPLETE USING BLACK INK OR TYPE and email your completed form to: [info@kmhf.org.uk](mailto:info@kmhf.org.uk)  We will contact all applicants within 3 weeks of the closing date to advise of the outcome. | | | | | | | | | | |
| **FORENAME(S):** |  | | | | **SURNAME:** | | |  | |
| **TITLE:** |  | | | | **Please give details of previous surnames:** | | |  | |
| **ADDRESS FOR CORRESPONDENCE:** |  | | | | **CONTACT TELEPHONE NUMBER:** | | |  | |
| **EMAIL ADDRESS:** |  | | | | **NATIONAL INSURANCE NUMBER:** | | |  | |
| **EMPLOYMENT HISTORY** | | | | | | | | | |
| **PRESENT OR MOST RECENT EMPLOYMENT** | | | | | | | | | |
| **Name & Address of Employer:** | |  | | | | | | | |
| **Job Title & Summary of Main Duties:** | |  | | | | | | | |
| **Date of Appointment:** | |  | | | | | **Current Salary:** |  | |
| **Reasons for Leaving:** | |  | | | | | **Notice Required:** |  | |
| **PREVIOUS EMPLOYMENT**  Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary agency, full or part-time. Start with the most recent. Continue on a separate sheet if necessary. | | | | | | | | | |
| **Employers Name & Address** | | | **From Month/Year** | **To**  **Month/Year** | | **Job Title & Summary of Main Duties** | | | **Reason for Leaving** |
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| Please describe the reason and duration of any period(s) longer than one month when you have not been in employment since leaving full time education: | | | | | | | | | | | | | | |
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| **QUALIFICATIONS AND TRAINING** | | | | | | | | | | | | | | |
| **EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further, Higher or Work Based)**  Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies relevant to the application. Evidence of qualifications may be requested.  (Please continue on a separate sheet if necessary) | | | | | | | | | | | | | | |
| **School, College, University** | | | | | **Examination, Course** | **From** | | | **To** | | | **Result/Qualification Gained** | | |
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| **INSERVICE TRAINING**  Please give details of the most recent, relevant courses attended and indicate any awards earned | | | | | | | | | | | | | | |
| **Course Title** | | | | **Provider** | | | **Dates/Duration** | | | | **Award** | | | |
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| **REFERENCES** | | | | | | | | | | | | | | |
| Give details of two people who have knowledge of you in a working or educational environment, paid or unpaid. The first reference should be your present or most recent employers. If you are a student, give appropriate school or college referees. References must cover a consecutive five year period. | | | | | | | | | | | | | | |
| **1st REFEREE:** If this is your current employer please confirm that we can contact them before interview: YES/NO | | | | | | | | **2nd REFEREE:** | | | | | | |
| **Name:** | | |  | | | | | **Name:** | |  | | | | |
| **Position:** | | |  | | | | | **Position:** | |  | | | | |
| **Address:** | | |  | | | | | **Address:** | |  | | | | |
| **Email Address:** | | |  | | | | | **Email Address:** | |  | | | | |
| **Telephone:** | | |  | | | | | **Telephone:** | |  | | | | |
| **In what capacity does the above person know you?** | | | | | | | | **In what capacity does the above person know you?** | | | | | | |
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| **ACHIEVEMENTS PERSONAL QUALITIES AND SKILLS** | | | | | | | | | | | |
| Please use this section to why you are applying for this job. Give details of any work or other experience you have which may be relevant to your application, including voluntary work and leisure interests. The information you provide about your experience, knowledge skills and abilities enables us to assess whether you are the right person for the job. Make sure you read through the job description and person specification before completing the application form. Provide as much information as possible, providing examples to show how you meet with what we are looking for. ***Please continue, if necessary on a further sheet which must be attached securely with your application.*** | | | | | | | | | | | |
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| **ADDITIONAL INFORMATION** | | | | | | | | | | | | |
| 1. To comply with the asylum and immigration legislation during the selection process you will be required to provide evidence of your ability to work in the UK. Do you require any documentation supplied by the Home Office or UKBA in order to work in the UK? | | | | | | | | | | | | YES / NO |
| 1. Do you hold a full current driving licence? | | | | | | | | | | | | YES / NO |
| 1. Are you able to travel to different locations across the county? | | | | | | | | | | | | YES / NO |
| 1. Have you ever been subject to any disciplinary action by your employer or professional body? | | | | | | | | | | | | YES / NO |
| 1. Are you a friend, relative or partner of any Betteshanger Country Park employee? | | | | | | | | | | | | YES / NO |
| If you have a disability, please let us know of any special arrangements we would need to make if you are selected for interview: | | | | | | | | | | | | |
| Where did you see the advertisement for this post? | | | | | | | | | | | | |
| 1. Please state that you are available for interview on 8th or 9th July 2021 | | | | | | | | | | | | YES / NO |
| **CRIMINAL CONVICTIONS – Rehabilitation of Offenders Act 1974** | | | | | | | | | | | | |
| Betteshanger Country Park and the Kent Mining Heritage Foundation aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal Records will be taken into account for recruitment purposes only when the conviction is relevant. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s).  As Betteshanger Country Park and the Kent Mining Heritage Foundation meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving children, young people or vulnerable adults, will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands, or final warnings as well as convictions. This means **you are required to declare andy convictions, cautions or reprimands which you may either have in the UK or abroad, even if they would otherwise be regarded as ‘spent’ under this Act and any prosecutions pending against you.** Failure to disclose this information could result in disciplinary action or dismissal by the Betteshanger Country Park and the Kent Mining Heritage Foundation and may lead to criminal proceedings.  I have read the above notes on Criminal Convictions and agree to a Disclosure Check of Police Records being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) an , consequently, o criminal conviction, caution, reprimand, may be considered ‘spent’.  Please tick as appropriate:  I do **not** have any criminal convictions held against me ❑  I **do** have criminal offences or prosecutions pending against me ❑  If you do have criminal offences held against you, you will be required to provide written details of any convictions, cautions, bind-overs or prosecutions pending. Should you be selected for interview, please bring these with you to your interview.  **SIGNED: DATE:** | | | | | | | | | | | | |
| **DECLARATION** | | | | | | | | | | | | |
| I agree that any offer of employment with Betteshanger Country Park and the Kent Mining Heritage Foundation is subject to satisfactory evidence of the right to work in the UK, satisfactory references and Data Barring Service checks. In accordance with the General Protection Data Regulation 2018 it is agreed that Betteshanger Country Park and the Kent Mining Heritage Foundation may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. The information will be stored in electronic format. We are committed to the prevention, detection and elimination of fraud and corruption. By signing this form you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the GDPR 2018.  **I confirm that the information I have given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by Betteshanger Country Park and the Kent Mining Heritage Foundation.**  **SIGNED: DATE:** | | | | | | | | | | | | |