81-83 High Street

Great Missenden, Buckinghamshire, HP16 0AL

Registered charity number 1085853

A company limited by guarantee number 4178505

Application for the appointment of Governance & Projects Officer October 2023

## CONFIDENTIAL

### Please complete all sections as fully as possible using type or black ink

|  |  |  |
| --- | --- | --- |
| Title | Surname | First names |
| Address | Home telephone number: |
| Business telephone number:  |
| Mobile telephone number: |
| Email address: |
| Education Establishment (with dates) | Academic Qualifications(with subject and level obtained) |
| Professional qualificationsQualification | Date |

|  |  |  |  |
| --- | --- | --- | --- |
| Current or most recent employment/work experienceEmployer's name and address | Post and duties | From | To |
|  |  |  |  |
| Current or most recent salary  |
| Period of notice required from current employment  |
| Previous employment / work experience*(most recent first)* |
| Employer's name and address | Post and duties  | Dates from/to | Reason for leaving |
|  |  |  |  |

|  |
| --- |
| Experience and reasons for applying for this post (PLEASE ENSURE YOU SHOW HOW YOU FIT THE ROLE PROFILE, GIVING EVIDENCE). Continue on additional pages if required:  |
| RefereesPlease give the name and addresses of two referees (who should not be related to you) who can provide information about your professional career.  |
| First refereeName:AddressTelephoneEmail | Second refereeName: Address TelephoneEmail |
| I confirm that to the best of my knowledge, the information on this form is true and correct and can be treated as part of any subsequent Contract of Employment. I accept that providing deliberately false information could result in my dismissal.Signed ..............................................……………. Date ....................... |

***Please return this form to:***

**hello@roalddahlmuseum.org**

**The Roald Dahl Museum and Story Centre,**

**81-83 High Street,
Great Missenden,**

**Bucks, HP16 0AL**

Tel: 01494 892192

Please contact us if you would like an informal discussion about the role with Emma Bedlow, Governance & Projects Manager.

Applications must be completed on this form. CVs may not be substituted for completing this form in full.

If you need to make your application in another format, please contact us to discuss. We use application forms as a safeguarding measure and to have parity in presentation of applications, but we are open to conversations about different approaches according to need.

**Recruitment timeline**

Application deadline = Monday 20 November, 12 noon.

Initial interviews = Monday 27 November or Tuesday 28 November at the Museum

Second interviews = TBC

Interviews will take place at the Museum. Travel expenses can be claimed with evidence of payment/mileage.

Please let us know if you need us to make any adjustments so you can attend an interview.

Feedback will be available for all interviewees on request. However, we cannot guarantee to give feedback to applicants who are not interviewed.