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 Visitor Experience Officer Sept 2024

## 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: | |
| EducationEstablishment (with dates) | | Academic Qualifications  (with subject and level obtained) | |
| Professional qualifications Qualification | | | Date |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Current or most recent employment/work experience  Employer'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 | |
|  |  | |  | |  | |

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| --- | --- | --- | --- |
| 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: | | | |
| Do you have a current clean driving licence? (*Delete as applicable)* | | Yes | No |
| Do you own a vehicle for use at work? | | Yes | No |
| Referees  Please give the name and addresses of two referees (who should not be related to you) who can provide information about your professional career. | | | |
| First referee  Name:  Address  Telephone  Email | Second referee  Name:  Address  Telephone  Email | | |
| 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,**

**HP16 0AL**

Tel: 01494 892192

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

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. If you need to make your application in another format, please contact us to discuss.

**Recruitment timeline**

* Application deadline = **Monday 23 September, 12noon**  
  *Applications received after this date and time will not be accepted for this recruitment round, in fairness to candidates who have met the deadline.*
* First interviews = **Thursday 3 October 2024, at the Museum**
* Second interviews (TBC) = **Wednesday 9 October 2024, at the Museum**

Interviews will take place at the Museum; due to the nature of the role, online interviews will not be possible.

Reasonable UK 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.

**Interview questions in advance**

If you are selected for interview, we will share the main questions in advance, so you have a chance to prepare. We are interested in finding thoughtful people who consider what they say and do. However, interviews are dynamic conversations and so it is likely that additional questions will come up in interviews and we want to see someone think on their feet, too.

If you have questions about the role or the application process, please email [emma@roalddahlmuseum.org](mailto:emma@roalddahlmuseum.org) and we will do our best to answer.