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**Confidential: Application for SHTP2 Traineeship**

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| --- | --- |
| Where did you see this traineeship advertised? |  |
| For further details please see role specifications. |
| **MUSEUM SHIPKEEPING****Cutty Sark/ Royal Museum Greenwich, London**  |  |
| You can watch short films of the *Cutty Sark*, Royal Museums Greenwich, and all partners on the project page of the website - <https://www.nationalhistoricships.org.uk/nhs_menu_nav/125>  |

**Interview days**

Successful applicants will be invited to join an interview and assessment day in Greenwich in August. Dates and times to be confirmed

Thank you for your interest in the SHTP2 project, managed by National Historic Ships UK. Please complete this form and return to: **shtp@nationalhistoricships.org.uk** **or post to National Historic Ships, Park Row, Greenwich, London, SE10 9NF.**

**Personal Details**

|  |  |  |
| --- | --- | --- |
| **Title** | **Forenames** | **Surname** |
| **Previous Surnames (if applicable)** |
| **Address****Postcode** | **Contact Telephone Numbers****Home:****Mobile:****Email:** |

**Tell us a little about yourself:**

Your experiences and interests and why you want to become a trainee. Please make reference to the traineeship specification, in particular the entry requirements when completing this section.

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|  |

**Previous Experience**

This could include work experience, volunteering experience or employment. Please include dates when you gained this experience.

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|  |

**Education, Qualifications and Training**

Do you have a GCSE grade C or above in Maths and English? Yes/No

**Education & training history**

Please include any academic education, qualifications obtained and any other relevant training courses attended (e.g. RYA qualifications, first aid, health and safety etc.)

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**This training post starts in October 2019, if you were successful, would you be able to take up the post at that time?**

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**References**

Please complete this reference request by giving the names of 2 referees. We require 2 people who have known you for longer than 3 months and are not related to you. These could be academic, character or employment references. References will only be contacted for successful candidates.

|  |  |
| --- | --- |
| **Name of Referee****Address****Postcode****Telephone****Email****Relationship of referee to you** | **Name of Referee** **Address****Postcode****Telephone****Email** **Relationship of referee to you** |

**Criminal Records/Convictions**

Offers of a place on the traineeship will be subject to a satisfactory criminal records check before the traineeship is confirmed. This check will request details of cautions, reprimands or final warnings, as well as convictions.

Do you have any criminal convictions you need to disclose? **Yes /No** \* (please delete)

If yes, please disclose details

**Right to Work in the UK**

Offers of a place on the traineeship will be subject to whether you have the right to work in the UK for the duration of the placement.

Do you have the Right to Work for the duration of the placement? **Yes /No** \* (please delete)

Places on the traineeship are subject to satisfactory references, security clearance and medical check. Those selected for selection will be informed within two weeks of the closing date. If you have not heard from us within this period, it will be because we have not decided to take your application any further.

To comply with the General Data Protection Regulations 2018, the information you provide will be used for the selection process and kept for the purposes of monitoring and reporting. It will be copied for use during the selection process and shared with the partner organisations. Once the project is completed, the data will be stored for a maximum of six months and then destroyed. If your application is successful, this form will be used as part of your trainee record.

I confirm that the information on this form is correct. I understand that false or misleading information or failure to disclose a conviction as defined above, may lead to the termination of the traineeship.

|  |  |
| --- | --- |
| Signed  | Date |

**Diversity Monitoring Form**

The Shipshape Heritage Training Partnership and National Historic Ships UK are committed to the aim of ensuring that everyone who applies for the traineeship receives fair treatment and we positively encourage applications from suitable candidates regardless of age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership. To monitor the effectiveness of our policies, we would like you to provide the following information, which will be separated from your trainee application and held confidentially. The data collected will only be used for statistical and monitoring purposes to enable National Historic Ships UK in meeting statutory and other obligations.

**Please complete all information and tick appropriate boxes.**

|  |  |
| --- | --- |
| **Full name:**  | **Date of birth:** |
| **Traineeship applied for:** | **Nationality:** |

**1. Personal**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Gender:** | [ ] Male | [ ] Female [ ]  | Transgender | [ ] Prefer not to say |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Marital status:** | [ ] Single  | [ ] Married | [ ] Separated | [ ] Divorced | [ ] Widow/er  |
|  | ☐Prefer not to say |  |  |  |  |

**2. Ethnicity**

|  |  |  |
| --- | --- | --- |
| [ ] White | [ ] Asian  | [ ] Mixed |
| [ ] Black  | [ ] Chinese | [ ] Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

**3. Sexual Orientation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [x] Heterosexual | [ ] Homosexual | [ ] Bisexual  | [ ] Prefer not to say  |  |

**4. Religion/belief**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ] Buddhist | [ ] Christian | [ ] Hindu | [ ] Muslim | [ ] Prefer not to say |
| [ ] Sikh | [ ] None | [ ] Jewish  |  |

**5. Disability**

NHS-UK is committed to providing a learning environment which is open to all and to respond, as appropriate, to the needs of people with disabilities. Any adaptations or modifications required as a result of disability or medical condition will be considered after the formal selection process.

Disability is defined by the Disability Discrimination Act as:

A physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities. The disability could be physical, sensory or mental and must be expected to last at least 12 months.

Do you consider yourself to have a disability or medical condition that we may need to be aware of?

 No Yes (please specify) ……………………………………………

**6. Declaration**

I confirm that I understand and agree to the statement on data protection at the top of the page.

**Signed: ……………………………………………………………. Date: ……………………………………..**