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Description automatically generated**

**Job Application form**

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| **Post title** | **Development Officer – Saddleworth Museum, Our villages, past, present and future** |

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| **Personal details** | | | | |
| Title |  | First name(s) |  | |
| Surname |  | | | |
| Address |  | | | |
| Post Code |  | | | |
| Home telephone number |  | Mobile telephone number | |  |
| Email address |  | | | |
| National Insurance number |  | | | |
| Nationality |  | Do you require a work permit to take up this post? | |  |
| Please indicate where you heard about this job |  | | | |

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| **Education and Qualifications** | | | | |
| Date | | Name of Secondary School/ College/ University and location | Qualifications gained | Date achieved |
| From | To |
|  |  |  |  |  |

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| **Training and Development** | | | |
| Name of Institute or Professional Body | Level of Membership | Date Achieved | Is your membership current? |
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| **Employment History** | | | |
| **Current or most recent employment** | | | |
| Name of Employer |  | | |
| Job title |  | | |
| Description of duties |  | | |
| Reason(s) for leaving |  | | |
| Salary |  | Notice Period |  |

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| **Please provide details of all past employment (Last 5 years)** | | | |
| Dates (From and to) | Job title (and brief explanation of duties) | Employer | Reason for leaving |
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| **Personal Statement**  Please refer to the Job Description and describe how your experience, skills and abilities make you suitable for this role |
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| **Referees**  Please give the name of 2 people who will provide references for you, one of which must be your most recent employer. References from family members will not be accepted. | | | |
| **Referee 1** | | **Referee 2** | |
| Name |  | Name |  |
| Address |  | Address |  |
| Email address |  | Email address |  |
| Telephone number(s) |  | Telephone number(s) |  |
| Relationship (must be current or most recent employer) |  | Relationship |  |
| Please indicate if you would prefer references not to be taken up without your permission | |  | |

Please email your application, for the attention of Peter Fox, to **curator@saddleworthmuseum.co.uk** by **midday on Friday 22nd August 2025** and ensure that your email is entitled “Application for Development Officer”. You may enclose a CV and covering letter if you wish, however applications without the application form will be disregarded.

It is anticipated that the interview date will to take place on Thursday **28th August 2025 at Saddleworth Museum.**

You will receive an acknowledgement of receipt of your application, if your application is short-listed you will be notified as soon as possible.