**Application Form **

|  |  |
| --- | --- |
| Job Title: |  |

**Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mr/Ms/Title | Forename(s) | | Surname | |
|  |  | |  | |
| Address | | | | |
|  | | | | |
|  | | | | |
| Telephone: Day | | Evening | | Mobile |
|  | |  | |  |
| Email | |  | | |

**Employment History:** Start with your most recent job and work back. Continue on a separate sheet if necessary.

|  |  |  |
| --- | --- | --- |
| Employer  Start and End Date | Position held and description of duties | Reason for leaving |
|  |  |  |

**Education and Training:** Start with most recent and work back. Continue on separate sheet if necessary.

|  |  |
| --- | --- |
| University, College, School, etc | Course studied and qualification achieved |
|  |  |

**Language Skills:** (M = Mother Tongue, A = Advanced, I = Intermediate, B = Beginner

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Language** | **Spoken** | | | | | | | | **Written** | | | | | | | |
| English | M |  | A |  | I |  | B |  | M |  | A |  | I |  | B |  |
| German | M |  | A |  | I |  | B |  | M |  | A |  | I |  | B |  |
| ……………………….. | M |  | A |  | I |  | B |  | M |  | A |  | I |  | B |  |

**Please state why you are applying for this position and give any evidence in support of your application.**

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| --- |
|  |

**Referees**

Please give below the name, address and contact details of two people from whom references may be sought, at least one of whom should have recent knowledge of your work.

|  |  |
| --- | --- |
| **Reference 1** | **Reference 2** |
|  |  |

**I confirm that the details in this form and any other information relating to my formal application for employment are correct.**

|  |  |
| --- | --- |
| Signature of Applicant Date | Date |
|  |  |

**Data Protection Act 1998**

Your signature on this document gives the German Historical Institute London the right, under the Data Protection Act 1998, to process the information you have given, including data of a sensitive nature, for processes relating to your application for employment, which have been notified to the Offices of the Information Commissioner. Any processing of the data by the Institute will be in accordance with the Institute’s Data Protection Policy and the processing principles set out in the Act. Application forms of unsuccessful candidates will be destroyed after 6 months.