



Application Form

Job Title:	
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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.

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

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.