

CONFIDENTIAL

**Application for employment**

**Post: Team assistant – commercial and visitor experience (6 month contract)**

**Personal details***(Block capitals or typescript)*

Title Surname

First name(s)

Address

Postcode

*Please provide previous addresses if less than five years at the above address*

Email address

Telephone number(s) *(including area codes)*

Home Mobile

Other (please specify)

Nationality

Do you have a current Disclosure Barring Service (DBS) certificate?  Yes No

Do you agree to provide valid identification to enable us to organise a DBS check? Yes No

Are there any restrictions on your right to live and work in the United Kingdom? Yes No

If “Yes", please state the restrictions and expiry date of any permissions:

Do you have a UK bank account? Yes No

**Please note that all candidates are treated equally regardless of their sex, age, sexual orientation, marital status, race, ethnic origin, religious belief or disability.**

**Career history***Please list current and all previous employment, paid or unpaid, beginning with your most recent employment. Attach separate sheet if required*

Name of organisation

Address

Job title

Key responsibilities

Dates of employment From To

Salary/benefits

Full-time/part-time/placement/voluntary

Reason for leaving

Name of organisation

Address

Job title

Key responsibilities

Dates of employment From To

Salary/benefits

Full-time/part-time/placement/voluntary

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Reason for leaving

Name of organisation

Address

Job title

Key responsibilities

Dates of employment From To

Salary/benefits

Full-time/part-time/placement/voluntary

Reason for leaving

**Education and training***Please give details of qualifications obtained or being undertaken and any relevant work-related training and qualifications.*

School/college/university attended

From To Full time Part time

Course(s) taken/currently studying

Examination results (incl. grades)

School/college/university attended

From To Full time Part time

Course(s) taken/currently studying

Examination results (incl. grades)

School/college/university attended

From To Full time Part time

Course(s) taken/currently studying

Examination results (incl. grades)

School/college/university attended

From To Full time Part time

Course(s) taken/currently studying

Examination results (incl. grades)

Other relevant training courses attended

**Professional qualifications** *please include professional body who awarded the qualification*

**General information**

Please explain why you are interested in this position and give any additional information in support of your application including relevant skills and personal qualities. *Continue on a separate sheet if necessary*

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| Do you require special facilities for interview? *If ‘Yes’, please give details* |  |
| If offered the position will you continue to work in any other capacity? |  |
| What is the notice period you must give if in current employment? |  |

**References**

Give names and addresses (and telephone numbers, if possible) of two referees. The first should be your present or most recent employer. The second should be either a previous employer or a personal referee.

Referees will only be contacted if you have been requested to attend for an interview. References are confidential.

Current/last employer

Telephone Email

May we approach them prior to interview? Yes No

Previous employer

Telephone Email

May we approach them prior to interview? Yes No

**Declaration**

To the best of my knowledge the above facts are a true statement. I accept that providing deliberately false information could result in my dismissal.

Signature of applicant Date

**Please complete and return this application form either by email or post to Alice Wolvey**  
business support manager, Fulham Palace, Bishop’s Avenue, Fulham, London, SW6 6EA

[admin@fulhampalace.org](mailto:admin@fulhampalace.org).

**Closing date for applications is 9.00 on Monday 22 September 2025**

The Trust treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the Trust’s privacy notice, which can be found [here](https://www.fulhampalace.org/privacy-cookie-policy/).