

Front of House Assistant (Casual)  
Starting Wage: NMW  
(higher level experience and capacity will be recognised)  
Deadline for application: Wednesday 18 May 2022

**An opportunity to make your contribution to England's first open-air Museum of Buildings as part of our growing Front of House Team**

We are looking for friendly, passionate, and enthusiastic team players to join our growing Front of House Team at Avoncroft Museum.

Avoncroft Museum of Historical Buildings, England's first open-air museum, is home to over 30 rescued buildings and welcomes thousands of visitors each year to a variety of open days, events, school groups, hospitality bookings & weddings.

The role will require a proactive approach to excellent customer service making sure to engage with our audiences of all ages and backgrounds across all visitor facing areas including reception, shop, tea room and event stations. The ideal candidate will be able to keep up with the buzzing environment of the visitor welcome and a busy tea room, have experience within a similar environment and deliver excellent customer care ensuring all areas of the museum are kept clean and well presented.

**Recruitment Process**

Please send your application and CV to us **by Wednesday 18 May 2022**

Email: [commercial@avoncroft.org.uk](mailto:commercial@avoncroft.org.uk) (Ref: Front of House Assistant recruitment 2022)

Post: Avoncroft Museum of Historic Buildings, Stoke Heath, Bromsgrove, Worcestershire, B60 4JR.

***Please ensure that your application addresses the Person Specification criteria, as this is what we will shortlist against.***

**Interviews will take place on Wednesday 25 & Thursday 26 May 2022**

For more information on job description and person specification please go to [Vacancies - Avoncroft Museum of Historic Buildings](#)

**Please save this form BEFORE filling it in  
then save AGAIN before sending, thank you.**

## Application for Employment

<b>Post applied for:</b>	<b>Application Ref :</b>
--------------------------	--------------------------

Personal Details
Name:
Address:
Email:
Tel No.:
Mobile No.:

Please confirm where you saw the vacancy:
---

**Educational Details**

*Start with the most recent & list below*

School/College/University	From	To	Qualifications Obtained

**Training Courses**

*Please give details of any training or courses attended which you consider relevant to your application*

Course Details	Date	Organiser

Previous employment	
Name & Address of Employer	Main Duties
Start date:	End date:
Reason for leaving:	

Previous employment	
Name & Address of Employer	Main Duties
Start date:	End date:
Reason for leaving:	

*Please continue on a separate sheet if necessary*

**References**

*The two referees must not be related to you and one must be a current or the most recent employer*

Name & Address:

Tel No.:

Email:

May we contact this referee before interview? YES / NO

Name & Address:

Tel No.:

Email:

May we contact this referee before interview? YES / NO

**Further Information**

*Please provide any further details of how you best fit the requirements of the post outlined in our job description and person specification along with examples and evidence of previous relevant experience.*

Please continue on separate sheet if necessary.

Are you legally eligible for UK employment? YES / NO

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?  
The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account.  
Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

This job is not excepted under the Rehabilitation of Offenders Act 1974, and we will consider applicants with a criminal conviction. However, because Avoncroft welcomes many children and vulnerable adults (as visitors and volunteers) and this role also involves cash handling, we do request you provide details of any criminal convictions at this stage. Please do not write details on the application form, but submit them (at the same time) in a separate envelope marked **Personnel Officer, Private and Confidential**.

### Declaration

I confirm that the information and enclosures given in this application are correct and understand that any false statement could result in the appointment being declared invalid.

Signature:

Date:

### Equal Opportunities

Avoncroft Museum of Historic Buildings is committed to equal opportunities and aims to ensure that no applicant or member of staff is discriminated against either directly or indirectly.

If invited for interview, do you have any particular requirements i.e. wheelchair access or do you need to bring another person with you?

Please let us know:

### Please return completed application form to:

Commercial Manager, Avoncroft Museum, Stoke Heath, Bromsgrove, Worcestershire, B60 4JR or email to [commercial@avoncroft.org.uk](mailto:commercial@avoncroft.org.uk)