



**APPLICATION FOR EMPLOYMENT**

(ESTABLISHED AND PART-TIME ADMIN/SUPPORT POST)

<b>Job applied for:</b>	<b>Closing date:</b>	<b>Reference No:</b>
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The information on this form will form part of your contract of employment if you are successful. Under the terms of the Data Protection Act 1988 the information you give will be used for recruitment and other personnel, line management and other statutory procedures. We reserve the right to contact other relevant organisations to check factual information you have given in this application. The information will be stored manually or electronically and will be disposed of after six months if your application is unsuccessful.

The council is under a duty to protect the public funds it administers, and if you are employed by the council, we may use the information you have provided on this form within this authority for the prevention and detection of fraud.

**DECLARATION**

I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form will justify my dismissal from the Council's service. I agree that the information I give you in connection with this application for employment may be stored and processed for the purposes of personnel, line management and other statutory procedures.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_.

*(Please complete in black ink)*

Last name	_____	First Name	_____	Title	_____
Address	_____				
	_____				
		Post Code	_____		
Telephone No: Day	_____	Evening	_____		
Mobile No	_____	E-Mail address	_____		
Have you ever been known by any other name/s? If so, please give details below					
_____					

**EDUCATION QUALIFICATIONS AND TRAINING**

**Please list any of your qualifications or training that are relevant to the job**

Name of qualification	College/University/Awarding Body	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**CURRENT/LAST EMPLOYMENT***Please include voluntary, paid and unpaid work*

Name	Address	Position held	From Month	To Month	Year

Current Salary/Rate of Pay

Period of Notice you are required to give:

If applying for part-time work, please give days and times available:

**PREVIOUS EMPLOYMENT HISTORY**

Name	Address	Position held	From Month	To Month	Year

**BREAKS IN EMPLOYMENT HISTORY**

*If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, raising family, voluntary and unpaid work, training, long periods of sickness etc.*


## REFEREES

*Please list the names and addresses of people who can act as referees for you covering the period of the last five years. If you have been in employment, you should supply a contact for each job you have had, and one should be your present or most recent employer. If you are at school or college supply your tutors' or teachers' names. Please do not give family members or close friends as referees.*

*Please note that the College reserves the right to request references from all previous employers you have had.*

Name

Address

E-mail address

Relationship

Name	Address	E-mail address	Relationship

## RELATIONSHIP

*Are you related to, or do you have a close relationship with any Sutton Councillor or any senior officer of the Council, or a School Governor of a Sutton School/College? If yes, please give the name and position of the person and your relationship to them.*

Yes

No


**STATEMENT OF SUITABILITY**

*Please highlight relevant experience for the post applied for. Also list recent training courses and particular abilities and interests relevant to this application. Please continue on a separate sheet if necessary.*

*Please ensure you describe how you will meet each item on the person specification.*

A large, empty rectangular area with a light gray background, intended for the applicant to write their Statement of Suitability. The area is bounded by a thin black line on the top, left, and right sides, and a thicker black line on the bottom side.

## Equal Opportunities Policy

The London Borough of Sutton and SCOLA value diversity, and have an Equality and Diversity policy to ensure that all applicants are treated fairly, and that they are appointed solely on their suitability for the post irrespective of race , gender, disability, sexuality or age.

The Council and the College are also committed to ensuring equal access to employment and details from this form will allow us to identify any groups that are under-represented in our workforce. The information you give us here will only be used for the purposes of Personnel Management .

Last Name

First Name

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### Ethnic Group

I would describe myself as (please tick one box)

#### **White**

British

Irish

Any other white background

#### **Black or Black British**

Caribbean

African

Any other Black background

#### **Mixed**

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background

#### **Chinese or Other Ethnic Group**

Chinese

Other

#### **Asian or Asian British**

Indian

Pakistani

Bangladeshi

Any other Asian background

### Gender

Female  Male

### Disability

Are you disabled? Yes  No

If Yes what access arrangements, adjustments or adaptations would help you to do this job?

If we ask you to come for interview, are there any access arrangements, adjustments or adaptations you would like us to provide?

Date of Birth

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## ■ ELIGIBILITY TO WORK

**Are you eligible to work in the UK?**

Yes

No

Please give your National Insurance number:

**Do you require a work permit to work in the UK?**

Yes

No

If yes, please attach a copy of your latest work permit. If there are any restrictions on the periods you are permitted to work, please detail these on a separate sheet.

If appropriate to the post, would you consider a job share appointment?

Yes

No

Where did you see the advertisement?

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## Working with vulnerable people

Those appointed to work for the College will be required to undertake a check for convictions by the Criminal Records Bureau. Please note that a conviction will not necessarily prevent the applicant from being employed by the College.

## ■ IMPORTANT

Have you ever been disqualified from working with any vulnerable people, including children?

Yes

No

If YES, please give details on a separate sheet

Do you have a conviction (including spent) or caution or actions pending?

Yes

No

If YES, please give details on a separate sheet

If my application is successful I agree to complete an application form for a Criminal Records check to be carried out.

Signed:

Date: