

Application for Employment

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| Job applied for | |
| Group | |
| Closing date | |
| Reference Number | |

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 and 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:

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

EDUCATION QUALIFICATIONS AND TRAINING

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

Date



WORK EXPERIENCE

(Please include voluntary, paid and unpaid work)

Present / last organization

| Name | Address | Position held | From Month | Year | To month | Year |
|------|---------|---------------|------------|------|----------|------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Period of notice you are required to give:

PREVIOUS EMPLOYERS

| Name | Address | Position held | From Month | Year | 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 work, training, long periods of sickness etc.

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REFEREES

Please give us the names and addresses of people who can act as a referee for you covering the period of the last five years. If you have been in employment, you should give us 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 give us your tutors' or teachers' name. Please do not give family members or close friends as referees.

Please note that the London Borough of Sutton reserves the right to request references from all previous employers you have had.

| Name | Address & Tel | E-mail address (please supply) | How do you know this person? |
|------|---------------|-----------------------------------|---------------------------------|
| | | | |

RELATIONSHIP

Are you related to, or do you have a close relationship with any Sutton Councillor or any senior officer of the Council, or (for jobs in Learning for Life only) a School Governor of a Sutton School? If yes, please give the name and position of the person and your relationship to them.

Yes No

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STATEMENT OF SUITABILITY

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

Equal Opportunities Policy

The London Borough of Sutton values diversity, and has an Equalities 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 is 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

Your answers to the questions below will be collated electronically, so please do not mark the paper outside the boxes.

Last Name

First Name

Ethnic Group

I would describe myself as (please tick one box)

White

British

Irish

Any other white background

Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other mixed background

Chinese or other ethnic group

African

Chinese

Any other black background

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/...../.....

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.

Do you wish to job share?

Yes No

Where did you see the advertisement?

Working with vulnerable people

Jobs involving work with children, older people, those with disabilities, learning difficulties and other vulnerable groups are exempt from the provisions of the Rehabilitation of Offenders Act 1974. If you are applying for work in any of these areas you are required to state whether or not you have **any** convictions, or there are any criminal charges or summonses pending, against you. This applies whether or not your conviction is regarded as 'spent'. Those appointed to work with children will also be required undertake a check for convictions by the Criminal Records Bureau. A conviction will not necessarily be a bar to employment.

IMPORTANT

If the job for which you are applying has substantial opportunity for access to vulnerable people you **must** complete this section.

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 or caution or actions pending?

Yes No If YES please give details on a separate sheet

Criminal records clearance report

Some designated jobs are subject to a clearance report from the Criminal Records Bureau. If you are applying for other employment (for example not working with vulnerable groups as above) do you have any convictions or cautions that you consider are **NOT SPENT** 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: