

# Application Form

Please read the guidelines for completing the application form before you start to fill in this form. Additional sheets or CVs should not be submitted and the application form, unless otherwise indicated in the accompanying application form guidance. Any information contained within additional sheets submitted will not be considered.

Your application form will be photocopied. You should therefore ensure that all sections are completed as legibly as possible in black ink and/or in typescript. Please speak with a member of the Human Resources team if you require any reasonable adjustments to the application form or application process under provisions of the Disability Discrimination Act. Pages 1 and 2 of this form will be removed prior to the assessment of applications.

## VACANCY DETAILS

Position applied for			
Job reference			
How did you hear about this vacancy?			

## PERSONAL DETAILS

Surname		Title	
Forename(s)			
Address			
Telephone number		Mobile number	
Date of birth		Nationality	
Email address			
Do you need a work permit to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, do you have a valid work permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

## HEALTH

How many days and occasions of work/education have you missed in the last 2 years due to illness/injury?	No. of days of absence	Number of occasions of absence
You may be asked to provide further details about your attendance record at interview		

## DECLARATION

I certify that all information provided on this application form is correct. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I understand that any employment offer will be subject to satisfactory references, health review, evidence of qualifications and security checks.

Signature		Date	
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If you complete this form electronically and submit it to Human Resources via email please type in your name into the signature box to indicate that you have read the declaration.

Human Resources use only

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**EQUAL OPPORTUNITIES MONITORING**

The Information Commissioner’s Office is committed to providing equality of opportunity for all and opposes all forms of unlawful or unfair discrimination on the grounds of sex, race, nationality, ethnic origin, marital status, age, sexuality, religious belief or disability. In order to ensure the effectiveness of our policy and to meet legal requirements, we monitor the numbers of staff in post and the numbers of applicants for employment, training, and promotion by reference to the characteristics listed below.

All information is confidential. This form will be separated from your application before consideration of candidates takes place and will not be available to those involved in the selection process. The Information Commissioner’s Office will store the data confidentially and for the production of de-personalised statistics.

<b>Gender:</b>	Female <input type="checkbox"/>	Male <input type="checkbox"/>
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**Disability:** The Disability Discrimination Act defines a disabled person as anyone who has, or has had, a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities.

Taking the above information into account, do you consider yourself to be disabled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If ‘Yes’ please provide details

Please indicate any arrangements which would facilitate a more comfortable interview if you are short listed.

**Ethnic origin:** Tick one box from the section below to indicate your ethnic group. The categories are as recommended by the Commission for Racial Equality.

**White**

British <input type="checkbox"/>	English <input type="checkbox"/>	Irish <input type="checkbox"/>
Scottish <input type="checkbox"/>	Welsh <input type="checkbox"/>	
Any other white background <input type="checkbox"/>	Please provide details:	

**Mixed**

White and Black Caribbean <input type="checkbox"/>	White and Black African <input type="checkbox"/>	White and Asian <input type="checkbox"/>
Any other mixed background <input type="checkbox"/>	Please provide details:	

**Asian, Asian British, Asian English, Asian Scottish or Asian Welsh**

Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
Any other Asian background <input type="checkbox"/>	Please provide details:	

**Black, Black British, Black English, Black Scottish or Black Welsh**

Caribbean <input type="checkbox"/>	African <input type="checkbox"/>
Any other Black background <input type="checkbox"/>	Please provide details:

**Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group**

Chinese <input type="checkbox"/>	Any other ethnic background <input type="checkbox"/>
Please provide details:	

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**EDUCATION AND QUALIFICATIONS**

Please state where these were obtained if outside the UK

**Secondary and further education**

Subjects/courses studied	Level	Result/grade

**Higher education**

Subjects/courses studied	Degree and type/diploma/certificate	Result/grade

Subject of postgraduate research (if any)

**Professional/occupational training/qualifications**

Professional or other qualifications, membership of professional societies and date admitted where relevant.

Other specialised training, non-qualification courses attended, knowledge or experience

You may continue any section from this page on page 7 'continuation sheet' if necessary.

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**PREVIOUS EMPLOYMENT** (Most recent first)

Name of employer		Dates	From To
Nature of business		Reason for leaving	
Job title		Salary at leaving	£
Name of employer		Dates	From To
Nature of business		Reason for leaving	
Job title		Salary at leaving	£
Name of employer		Dates	From To
Nature of business		Reason for leaving	
Job title		Salary at leaving	£
Name of employer		Dates	From To
Nature of business		Reason for leaving	
Job title		Salary at leaving	£
Name of employer		Dates	From To
Nature of business		Reason for leaving	
Job title		Salary at leaving	£
Name of employer		Dates	From To
Nature of business		Reason for leaving	
Job title		Salary at leaving	£
Name of employer		Dates	From To
Nature of business		Reason for leaving	
Job title		Salary at leaving	£
Name of employer		Dates	From To
Nature of business		Reason for leaving	
Job title		Salary at leaving	£

Please continue on page 7 'continuation sheet' if necessary

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**ADDITIONAL INFORMATION**

Drawing on your personal and work experience, education and training outline here how you satisfy the requirements of this job as detailed in the person specification and job description. You should also state why you are interested in this position. You may continue on page 7 'continuation sheet' if necessary.

[Empty box for providing additional information]

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**CONTINUATION SHEET**

You may use this page to continue any of the previous sections. Please mark each section clearly.

Please do not provide any additional sheets or CVs to accompany your form.  
Information not contained on this form will not be considered when assessing your application.

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**AVAILABILITY FOR INTERVIEW**

Please provide details of any dates that you will not be available for interview.

**REFERENCES**

Please provide two references. These may be from a combination of employer and academic sources. One referee must be your current or most recent employer. Academic referees may be used where there has not been any recent employment. Personal references are not acceptable.

We may request additional references if we feel this is necessary.

References may be taken up prior to interview unless you have asked us not to do so. Where this permission is not given, references will be requested after a conditional offer is made.

Name		Job title	
Address		Organisation	
		Tel No.	
		Email	
What is your working relationship with this person?			
May we contact them prior to an interview?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name		Job title	
Address		Organisation	
		Tel No.	
		Email	
What is your working relationship with this person?			
May we contact them prior to an interview?		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Thank you for completing this form.  
The information you have given will not be disclosed to a third party without your permission.

**PLEASE RETURN YOUR COMPLETED FORM TO:**

**recruitment@ico.gsi.gov.uk or**  
**Human Resources Department, Information Commissioner's Office,**  
**Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.**

(Mark your envelope 'Private and Confidential')

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