

We are happy to accept applications in alternative formats from applicants who, for reasons of disability, may find it difficult to fill in our standard form.

If you wish to submit such an application please ensure that you provide us with all of the following details:

Personal Details – please put these on a separate piece of paper to the rest of your application as they will be separated from the rest of your application before shortlisting.

- Forename
- Surname and Title (e.g. Mr, Mrs, Ms, Dr)
- Permanent home address, including postcode
- Home Telephone Number
- Any temporary address, postcode and Temporary Telephone Number (if applicable)
- Mobile Telephone number (if applicable)
- Date of Birth
- Equal Opportunities Monitoring information including:
 - Your gender
 - If you are disabled and, if so, the nature of your disability and any special arrangements required for interview.
 - Your ethnicity
 - Provision of Equal Opportunities Monitoring information is not mandatory, but does help us to monitor our recruitment practices.

Education and Qualifications

- Secondary education and qualifications including the subjects, level of the qualification and grades achieved.
- Higher Education qualifications including subjects studied, type of degree/diploma/certificate and grades achieved.
- Other professional qualifications including membership of professional organisations.
- Details of any other relevant non-qualification training/courses attended.

Employment History

- If you are a student or have recently left further education, give details of any employment/experience which formed part of a sandwich course, with dates and name of employer or any vacation or temporary employment, with dates and name of employer.
- Present or latest full-time employment give details as follows:
 - Name & address of employer
 - Nature of business
 - Telephone No - indicating if we may contact you at work
 - Dates of employment
 - Salary, other remuneration and benefits
 - Reason for leaving/considering leaving
 - Brief description of duties, responsibilities and skills used

- Employment previous to that, give details for each job as follows:
 - Name & address of employer
 - Nature of business
 - Dates of employment
 - Salary, other remuneration and benefits
 - Description of work experience gained
 - Reason for leaving

Additional information

- You may wish to provide further information concerning your background or future plans, which you feel would support your application. For example, you may wish to expand on any work experience, qualifications and personal attributes you feel are relevant to your application.

References

- Give the name and address of two referees and confirm the context in which the referee knows you. One should be from your present or last employer or, if you have not been previously employed, your head teacher/tutor.
- We will not contact your referees unless we are considering offering you an appointment following an interview.
- Original testimonials must not be forwarded.

Declaration

- Please insert the following declaration to the end of your application:

'I certify that the above information 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 and health review'

Signature Date

Your application should be returned to:

Human Resources
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Please mark your envelope "Private & Confidential"

Alternatively, you can email an electronic copy to:
recruitment@ico.gsi.gov.uk