

APPLICATION FOR EMPLOYMENT



storeys:ssp Unique ID No.

Job Title

Personal Details

First Name(s)

Surname

Address

Telephone No. (Home)

Alternative Contact No.

Email Address

Educational, Technical and Professional Qualifications

Please name any school/college, institute or professional body in full and include attainment level

Please continue on a separate sheet if necessary.

Employment History

Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer.

Employer (Name & Full Address)	Jobs Held / Key Achievements	Reason for Leaving
	<p style="text-align: center;">Please continue on a separate sheet if necessary.</p>	

Personal Statement

Please state clearly how you meet the requirements of the role/person specification. Include details of any experience that you consider relevant, particularly in the areas: of communication; planning; organising and delivering; team working; management and leadership; and innovation.

Please continue on a separate sheet if necessary.

References

Please indicate two people who can provide references - one of whom should preferably be your present / most recent employer.

Name:	Name:
Address:	Address:
Position:	Position:

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties. We may also use or pass to certain third parties information to prevent or detect crime or in other ways as permitted by law. By signing the application form you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal. I agree to the processing of this data in accordance with the Data Protection Act.

Signature

Date

Please return your completed application form to: Human Resources, storeys:ssp, Higham House, New Bridge Street West, Newcastle upon Tyne, NE1 8AU

storeys:ssp recognises the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief.

Please complete this section to assist us in monitoring the effectiveness of our Equal Opportunities Policy.

This section of application will be detached from your application and will be used solely for monitoring purposes.

White:

British

Irish

Any other White background*

Mixed:

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background*

Black or Black British:

Caribbean

African

Any other Black background*

Asian or Asian British:

Indian

Pakistani

Bangladeshi

Any other Asian background*

Chinese or Other Ethnic Group:

Chinese

Other Ethnic Group*

* Please specify

Gender (Please specify)

Date of Birth

Do you consider yourself to have a disability:

Yes

No

If yes, please state nature of disability:

The Disability Discrimination Act defines disability as "A mental or physical condition which has a substantial and long-term adverse effect on the employee's ability to carry out normal day-to-day activities."

If you wish, you may disclose information about yourself in this section about your:

Religion

Sexual Orientation

How did you become aware of this vacancy ?