Confidential Application Form

Appointments will be subject to a report from the Disclosure and Barring Service (DBS) or Disclosure Scotland.

If you wish to review how we handle and protect your personal data, please review our applicant privacy policy.

This form should be completed in **BLACK** and returned to: **careers@employment-studies.co.uk** or posted to Careers, Institute for Employment Studies, City Gate, 185 Dyke Road, Brighton, BN3 1TL. Tel. 01273 763421

Post and/or team applied for	
How did you hear of this vacancy?	☐ University Careers website (please specify which one) …………………….. ☐ LinkedIn ☐ Twitter ☐ Jobs.ac.uk ☐ Careers fair ☐ Personal contact ☐ SRA Jobs ☐ Indeed ☐ Other (please specify)
Please indicate if you have previously:	been employed by IES ☐ if so, when: applied to work at IES ☐ if so, when:

Your personal details

Surname		Forename(s)	
Address: Post code:			
When would you be available to take up the post?			
Tel. no.: (private)		Tel. no.: (business)	
Mobile:		May we contact you on the business number?	
Email:			
Nationality		Do you require a UK work permit?	

Education, qualifications and training

Please give below details of your secondary and higher education, commencing with most recent results. *Please state the subjects studied and final grade achieved for all qualifications gained. Please also state any further professional qualifications/training including membership of professional bodies and short courses undertaken.*

Institutions	Dates		Subjects/Results/Qualifications
	From	To	

Employment history

Start with most **recent** or **current** employment, and continue on a separate sheet, if necessary, to give details of all previous jobs held. Where you have research/consultancy experience relevant to the post you are applying for, please describe this.

Dates of employment (month/year)	
Name of employer	
Position held	
Duties/responsibilities:	

Salary (inc. weighting)		Reason for leaving	

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Name of employer	
Position held	
Duties/responsibilities:	

Salary (inc. weighting)		Reason for leaving	

Language skills

Please state your level of competence (Basic, Intermediate, Advanced) in any language(s) other than English for each of the different dimensions, otherwise leave this table blank and proceed to the next section of the application form.

	Write in your level of competence (Basic, Intermediate, Advanced) for each dimension			
	Listening	Reading	Speaking	Writing
Language 1 (NAME)				
Language 2 (NAME) etc				

Software and computing skills

Please indicate which term best describes your familiarity with the following computer packages:

	None	Familiar	Very familiar	Proficient
Word				
Excel				
Powerpoint				

Atlas				
SPSS				
Stata				
Stata Programming				
Other (please state)				

Research skills

Please give examples of your experience for each of the types of activities listed below.

You may find it helpful to use the **STAR** framework to structure each response. For each item:

- Start by briefly describing the **Situation** or context (eg what the project was about, its size, duration and any funding, and your designated role.

- Outline the **Task**(s) you were required to do including resources used, constraints or deadlines involved.

- Then tell us what **Action** you took (ie describe the process of what you did and *why* you did it).

- Lastly state the **Results** you achieved, being clear what your individual contribution was, and whether results met initial targets or expectations.

1) Your experience in research projects using quantitative AND/OR qualitative research methods. Also please specify where you have had experience of using a range of statistical tests.

2) Project management experience

3) Involvement in developing research proposals, including any seeking external funding

Supporting statement

Please use this space, and a continuation sheet if necessary, to:

- say which areas of IES' work interest you most and why;
- say why you are interested in the post; and
- provide any other information you feel is relevant to your application. Please do **NOT** enclose a CV.

References

Please give names and addresses of two referees. One should be your present or previous employer. We will not approach your employer without your permission.

Name	
Position	
Organisation	
Address:	
Post code:	Email:
Tel. no.	May he/she be contacted immediately?

Name	
Position	
Organisation	
Address:	
Post code:	Email:
Tel. no.	May he/she be contacted immediately?

Declaration

The information I have provided is, to the best of my knowledge, a true and accurate record.

Signed: .... (type, if submitting electronically)   Date: ....

Please note that in the absence of this signature the emailing of this application constitutes your personal certification that the details are correct.

Return this form to: careers@employment-studies.co.uk or post to:
Careers, IES, City Gate, 185 Dyke Road, Brighton BN3 1TL

Data Protection: By providing the information contained within this application form, you are consenting to its use for the purpose of processing your application, assisting in the assessment of your performance in the future (should your application be successful) and monitoring the efficiency of our recruitment and other employment procedures. Should you be unsuccessful in the selection process, records will be kept for up to six months and then destroyed by shredding; electronic copies will be purged from the system.

IES seeks to be an equal opportunities employer
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