

IES Ref. no.:



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 763456

Post and/or team applied for		
How did you hear of this vacancy?	<input type="checkbox"/> Sussex University <input type="checkbox"/> Indeed <input type="checkbox"/> Personal contact	<input type="checkbox"/> Brighton University <input type="checkbox"/> LinkedIn <input type="checkbox"/> Evenbreak

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 need a UK work permit?	
What is your current status (please tick those that apply):	<input type="checkbox"/> Employed (full-time) <input type="checkbox"/> Employed (part-time) <input type="checkbox"/> Studying full-time: please state when you would be available for work (month/year) <input type="checkbox"/> Studying part-time <input type="checkbox"/> Not currently employed or studying		

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.

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	

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				
Access				
Internal / external websites				
Survey design software				

Supporting statement

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

- describe how your experience/skills fit this post, in particular how you match the person specification;
- say why you are interested in the post; and
- provide any other information you feel is relevant to your application.

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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 and an accompanying equal opportunities form (downloaded from the IES vacancy page) to:
careers@employment-studies.co.uk or post to:
Careers, IES, City Gate, 185 Dyke Road, Brighton BN3 1TL

We will only acknowledge receipt of completed postal applications where a stamped addressed envelope is enclosed for this purpose.

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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