**Application form**

The information you provide here will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. It will be stored in a secure file for a period of 6 months before being deleted. All paper copies will be shredded.

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| --- | --- | --- |
| **Personal details** | | |
| *Full name* | |  |
| *Position applied for* | |  |
| *Address* | |  |
| *Email address* | |  |
| *Telephone/mobile number* | |  |
| **Education and Qualifications**  Please provide a comprehensive list of all your education and qualifications to date | | |
| *School/college/university and dates attended* | | *Qualifications and grades* |
|  | |  |
| **Employment history**  Please provide your full employment history, including explanations for any gaps  *You are welcome to include work experience, voluntary or unpaid roles if relevant* | | |
| *Employer, job title and dates worked* | | *Responsibilities* |
|  | |  |
| **Please click on the drop-down list below to indicate where you saw this role advertised. If you select ‘other’ please specify.**  Choose an item. | | |
| **Other:** | | |
|  | By checking this box, I confirm that I am eligible to work in the UK | |
| **Q1. Why do you want to work for the Sutton Trust?**  *Please answer in no more than 100 words* | | |
|  | | |
| **Q2. Why will your experience make you suitable for the role?**  *Please answer in no more than 100 words* | | |
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| **Q3. From your experience, what do you see as effective tools for engaging alumni with the work of the Trust?**  *Please answer in no more than 100 words* | | |
|  | | |
| **Q4. Please describe a time where you have worked to increase the engagement of a stakeholder group, what did you do and how did you ensure you were successful in your work?**  *Please answer in no more than 200 words* | | |
|  | | |
| **Q5. Please describe a time when you worked collaboratively with colleagues to deliver a project. How did you approach collaboration?**  *Please answer in no more than 100 words* | | |
|  | | |
| **Is there any information about your socio-economic background you would like the recruiting panel to be aware of? This could include information such as if you were eligible for free school meals, if your parents went to university, or if you attended a state school. If you need more guidance or aren’t sure whether to complete this section, you can find more information on contextual recruitment** [**here**](https://www.suttontrust.com/our-research/social-mobility-in-the-workplace-an-employers-guide/) **on our website.**  Please note that this section is not compulsory; if you do add further information, you confirm that you are happy for it to be taken into account by the recruitment team.  *Please answer using no more than 200 words* | | |
|  | | |
| **References**  Please provide details of two professional references, one of whom should be your current/latest employer.  Referees will only be contacted if an offer of employment is made. | | |
| Name:  Position:  Company:  Relationship:  Length of time known:  Email:  Phone number: | | Name:  Position:  Company:  Relationship:  Length of time known:  Email:  Phone number: |

It would be greatly appreciated if you could also complete our optional Equal Opportunities monitoring form, which is available at [this link](https://forms.office.com/Pages/ResponsePage.aspx?id=29lWhUNyMEWKyGkt8lMdVsiXoaPZgSdDov74Rfp-bsxUQU03QVkwWEdFNTIwMFY0TDVPRDNZWkJZWC4u). This will help us to monitor the effectiveness of our strategies to ensure no applicants are disadvantaged by their background at any point in the recruitment process. If you do complete the form and would like to withdraw your consent, please email [dataprotection@suttontrust.com](mailto:dataprotection@suttontrust.com).