**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.

|  |  |  |
| --- | --- | --- |
| **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* | | *Qualifications and grades* |
|  | |  |
| **Employment history**  Please provide your full employment history, including explanations for any gaps | | |
| *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 have you chosen to apply for this role at the Sutton Trust?**  *Please answer using no more than 100 words.* | | |
|  | | |
| **Q2. What do you think is the most important skill for this role and why?**  *Please answer using no more than 100 words.* | | |
|  | | |
| **Q3. Please give an example of a time when you summarised a large amount of information into a clear and concise format.**  *Please answer using no more than 200 words.* | | |
|  | | |
| **Q4. Please provide an example of a time you have managed competing deadlines under pressure and prioritised your workload accordingly.**  *Please answer using no more 200 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, or in our application guidance.**  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-bsxURFdPVEFTMTRVMzhaRjM1WTlMVlFVN1lJVS4u). 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).