**Senior Alumni Officer 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.

For your information, a member of our [Alumni Leadership Board](https://www.suttontrust.com/alumni/alumni-leadership-board/) will be included on the round one interview panel. We will need to share your application form with them but will remove your contact details before doing so. If you have any questions about this, please email [jobs@suttontrust.com](mailto:jobs@suttontrust.com).

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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* | | *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.**  Choose an item. | | |
|  | 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 using no more than 100 words* | | |
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| **Q2. What skills and experience will you bring to this role specifically?**  *Please answer using no more than 200 words* | | |
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| **Q3. Please provide an example of working with multiple stakeholders or teams and how you approached this?**  *Please answer using no more than 200 words* | | |
|  | | |
| **Q4. Please provide an example of a project you have worked on and how you measured success?**  *Please answer using no more than 200 words* | | |
|  | | |
| **Q5. Why do you think it’s important that the Sutton Trust builds relationships and a network with its alumni?**  *Please answer using no more than 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.**  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-bsxUMjdRNEtUOEZYN0pBVldJTzlNUkgxR0VGSS4u). 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).