**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* | |  |
| *Preferred pronouns\* (optional)* | |  |
| *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.**  Choose an item. | | |
|  | By checking this box, I confirm that I am eligible to work in the UK | |
|  | By checking this box, I consent for the Sutton Trust to retain my data for future opportunities.  *If this box is checked, we would store your application for nine months once the recruitment exercise ends and would contact you if any similar vacancies arise during this period. You can find more information in our*[*privacy notice*](https://www.suttontrust.com/contact-us/privacy-policy/)*for job applicants.* | |
|  | If invited to interview, do you consent to submitting a DBS application? | |
| **Q1.** **Why have you applied for this role at the Trust?**  *Please answer using no more than 200 words* | | |
|  | | |
| **Q2.** **What skills and experience do you have that make you a good fit for this role?**  *Please answer using no more than 200 words* | | |
|  | | |
| **Q3.** **Can you tell us about a project or event that you have supported to deliver? What was your role and what was the outcome?**  *Please answer using no more than 250 words* | | |
|  | | |
| **Q4.** **Please give an example of a time when you have shown initiative and explain the outcome achieved.**  *Please answer using no more than 200 words* | | |
|  | | |
| **Is there any other information you would like the recruiting panel to be aware of? This could include information about your background, such as whether you were eligible for free school meals, whether your parents went to university, or whether you attended a state school. For more examples and information on contextual recruitment, please click** [**here**](https://www.suttontrust.com/our-research/social-mobility-in-the-workplace-an-employers-guide/)**.**  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-bsxUMFhYV1BaN0RXUDZQVEVKOU1YQlg3NlZZVy4u). 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).

\*Sharing your pronouns is optional; we include this so that we make sure we are referring to you correctly.