

APPLICATION FOR EMPLOYMENT

We advise you to read the accompanying guidance notes before and while completing this form

Section 1. Vacancy details

Position applied for:

Job reference:

Section 2. Employment

Present/most recent employer:

Employer's address:

Post code:

Dates employed:

Job title:

Main responsibilities held:

What period of notice is required by your current employer?

Previous employers. Please list all previous employers **in the last 5 years** starting with the most recent. You must explain any gaps in employment. **Continue on a separate sheet, if necessary.**

<i>Employer (Name and Full Address)</i>	<i>Position held & main responsibilities</i>	<i>Dates employed</i>	<i>Reason for leaving</i>

Section 3. Education and training

Information regarding education and training dates on this sheet will not be passed on to anyone involved in shortlisting or appointment to this post.

Education. Qualifications obtained and those currently being pursued (Evidence of qualifications obtained may be requested on appointment) .

<i>Qualification</i>	<i>Institution</i>	<i>Dates awarded</i>

Training. Work related courses attended in the last five years.

<i>Training organisation</i>	<i>Course title and subjects covered</i>	<i>Course date</i>

Membership of professional bodies.

Body	Membership status
Registration no.	Renewal date
Body	Membership status
Registration no.	Renewal date

Other relevant work, e.g. voluntary, unpaid work, community work. Please refer to the person specification and job description.

<i>Dates</i>	<i>Nature of activity</i>

The information on this sheet will be separated from your application as soon as it is received. It will not be passed on to anyone involved in shortlisting or appointment to this post.

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Section 4. Equality Monitoring Information

The CRE operates an equality & diversity policy. To help us monitor its effectiveness, please complete this section. A summary of the policy is included in the recruitment guidance.

Please tick the appropriate boxes below:

What is your gender ?

Male

Female

Do you or have you ever considered yourself to be transgender ?

Yes

No

Prefer not to answer

Do you consider yourself to have a disability?

Yes

No

If yes complete section 5

Choose ONE section from A to E, to indicate your ethnic group. Then complete boxes F- I for age range, sexual orientation, religion & belief.

<p>A. White</p> <p><input type="checkbox"/> British <input type="checkbox"/> English <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Irish <input type="checkbox"/> Any other white background, Please write in</p> <input type="text"/>	<p>B. Mixed</p> <p><input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed background Please write in</p> <input type="text"/>	<p>C. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh</p> <p><input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background Please write in</p> <input type="text"/>
<p>D. Black, Black British, Black English, Black Scottish or Black Welsh</p> <p><input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background Please write in</p> <input type="text"/>	<p>E. Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group</p> <p><input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic background Please write in</p> <input type="text"/>	<p>F. Age</p> <p><input type="checkbox"/> 19 and under <input type="checkbox"/> 20 - 24 <input type="checkbox"/> 25 - 29 <input type="checkbox"/> 30 - 34 <input type="checkbox"/> 35 - 39 <input type="checkbox"/> 40 - 44 <input type="checkbox"/> 45 - 49 <input type="checkbox"/> 50 - 54 <input type="checkbox"/> 55 - 59 <input type="checkbox"/> 60+</p>
<p>G. Sexual orientation</p> <p><input type="checkbox"/> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual <input type="checkbox"/> Prefer not to answer</p>	<p>H. Religion</p> <p><input type="checkbox"/> Christian <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> None <input type="checkbox"/> Prefer not to answer <input type="checkbox"/> Any other religion Please write in</p> <input type="text"/>	<p>I. Belief</p> <p><input type="checkbox"/> Agnostic <input type="checkbox"/> Atheist <input type="checkbox"/> Humanist <input type="checkbox"/> None <input type="checkbox"/> Prefer not to answer <input type="checkbox"/> Any other belief Please write in</p> <input type="text"/>

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Section 5. Disabled People - Guaranteed Job Interview Scheme

Please complete this section if you have a disability.

DISABLED PEOPLE – GUARANTEED JOB INTERVIEW SCHEME

The purpose of this statement is to demonstrate the CRE's commitment to eliminating unfair discrimination from all aspects of its work. All applicants with a disability who meet the minimum criteria for shortlisting will be guaranteed an interview.

For further details of the Disability Discrimination Act please read the accompanying guidance notes.

If you wish to be considered for this post under this scheme, please give details of your disability below. Please indicate whether you have any special requirements, should you be invited for an interview.

Nature of disability:

Special requirements for interview:

Signature: _____

Date: _____

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Section 6. Personal details

Surname	Title (Mr/Mrs/Ms/Dr)
First names	Known as
Date of birth	Marital/ Civil Partnership Status
Address	Home ☎
Post Code	Work ☎
National Insurance Number	Mobile ☎
Nationality	Email address
Current or most recent salary/benefits <i>(Evidence of this may be requested)</i>	
Preferred contact telephone number	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile

Do you require a work permit to work in the UK? <i>(If yes, please provide the following information)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of permit	Date of expiry
Place of Issue	

Do you currently work for the CRE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you related to any member or officer of the CRE? If yes, please provide the following details	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name	Position
Relationship to you	

To help us monitor our advertising policy, please say where you saw this post advertised
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Section 7. References

Please give details of two employment referees. One should be your current or most recent employer.

1. Name	Position
Company/organisation	Relationship to you
Address	
Email address	Postcode
	
2. Name	Position
Company/organisation	Relationship to you
Address	
Email address	Postcode
	

Section 8. Experience and skills required by Person Specification

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Shortlisting and selection will be based on the criteria set out in the accompanying person specification.

Please demonstrate how you satisfy all points in the person specification in the order they are listed, drawing on your personal and work experience, education and training. (Please continue on additional sheets, if necessary.)

Section 9. Data Protection & Declaration

Data Protection Act 1998

Any data about you will be held in secure conditions with access restrictions. Data will also be used for employment monitoring purposes however all data will be reported anonymously. If you are unsuccessful, your application will be destroyed after 12 months. If you are the successful candidate, relevant information will be taken from this form and used as part of your personnel record.

I declare that the information contained in this application is complete and correct. I understand that, if I have knowingly provided false information, or directly or indirectly canvassed a commissioner or an officer of the Commission for Racial Equality in support of my application, I may be disqualified or dismissed after appointment.

I consent to the use of this information as outlined above

Signature _____

Date _____

Please return this form to:

Email: recruitment@cre.gov.uk

Fax: 0207 939 0006

Post: Commission For Racial Equality
Human Resources Management
St Dunstons House
201 – 211 Borough High Street
London SE1 1GZ

Unless otherwise stated in the advert.

If emailing or faxing please send a signed copy to the address above or alternative address if stated in the advert.

The Commission for Racial Equality

works for a just and integrated society, where diversity is valued.

We use both persuasion and our powers under the law

to give everyone an equal chance to live free

from racial discrimination and prejudice.

[Visit us at www.cre.gov.uk](http://www.cre.gov.uk)