

# Application for Employment as a Model



The information on this form will form part of your contract of employment if you are successful and is collected under the lawful basis of public task and processing contracts and will be used for recruitment and other HR, line management or statutory procedures. For further information on data privacy at the College you can refer to our data protection policy at <https://www.suttoncollege.ac.uk/college/missions-policies/>.

We reserve the right to contact other relevant organisations to check factual information you have given in this application. **The information will be stored manually or electronically and will be disposed of after six months if your application is unsuccessful.**

**Please TYPE or complete by hand in BLACK ink & in BLOCK capitals and return to [jobs@suttoncollege.ac.uk](mailto:jobs@suttoncollege.ac.uk)**

*To mark tick boxes, please "double-click" on them then select "Checked"*

## 1. POSITION APPLIED FOR

Title	<input type="text"/>	Ref No	<input type="text"/>
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Time(s) available:

Mon AM	<input type="checkbox"/>	Mon PM	<input type="checkbox"/>	Tue AM	<input type="checkbox"/>	Tue PM	<input type="checkbox"/>	Wed AM	<input type="checkbox"/>
Wed PM	<input type="checkbox"/>	Thu AM	<input type="checkbox"/>	Thu PM	<input type="checkbox"/>	Fri AM	<input type="checkbox"/>	Fri PM	<input type="checkbox"/>
Sat AM	<input type="checkbox"/>	Sat PM	<input type="checkbox"/>	Sun	<input type="checkbox"/>	OTHER:	<input type="text"/>		

## 2. PERSONAL INFORMATION

Title	<input type="text"/>	Last/Family Name	<input type="text"/>
First Name(s)	<input type="text"/>		
Address	<input type="text"/>		Post Code
	<input type="text"/>		
E-Mail address	<input type="text"/>		
Daytime Number	<input type="text"/>	Mobile Number	<input type="text"/>
Have you ever been known by any other name(s)? Please detail	<input type="text"/>		

## 3. PROFESSIONAL MEMBERSHIP

ARE YOU A MEMBER OF THE RAM? YES ☐

NO ☐

#### 4. STATEMENT OF SUITABILITY

Please continue on a separate sheet if necessary

##### IMPORTANT PLEASE READ

Please ensure you describe how you meet each item on the person specification providing examples of your experience ensuring you detail outcomes and the impacts you made (if you provide examples in which you led or were part of a team you should make your personal contribution to the outcome as clear as possible).

PLEASE GIVE DETAILS OF ANY QUALIFICATIONS, BACKGROUND OR ANY OTHER INFORMATION YOU THINK IS RELEVANT TO YOUR APPLICATION

If Sutton College is able to match you to a suitable role, references and a criminal records check will be required and, depending on the nature of the role, you may be required to undergo a health check.

#### 5. CURRENT / LAST EMPLOYMENT

Please include voluntary, paid & unpaid work

Employer Name	[ ]		
Employer Address	[ ]		
Post Title	[ ]		
Brief Description of Duties	[ ]		
Date From	[ ]	Date To	[ ]
Reason for Leaving	[ ]		
Notice Period (if applicable)	[ ]		

## 6. PREVIOUS EMPLOYMENT

Starting with the most recent

Employer Name & Address	Post Title	Date From	Date To	Reason for Leaving
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]

## 7. REFEREES

Sutton College has an obligation to ensure that candidates' backgrounds are thoroughly checked before an appointment is made. **We require a reference from your current or last employer before we can confirm your appointment and reserve the right to request references to cover the past five years of your working history.** Please do not give family members or close friends as referees. PLEASE PROVIDE AN EMAIL ADDRESS FOR EACH REFEREE. **Where your current employer has known you for less than one year please provide a third referee on a separate sheet.**

REFEREE 1		REFEREE 2	
Name (including title)	[ ]	Name (including title)	[ ]
Job Title or Occupation	[ ]	Job Title or Occupation	[ ]
Relationship to you	[ ]	Relationship to you	[ ]
Dates covered	[ ]	Dates covered	[ ]
Email Address	[ ]	Email Address	[ ]

## 8. DECLARATION

Are you eligible to work in the UK?

YES ☐

NO ☐

Do you require a work permit to work in the UK?

YES ☐

NO ☐

Any appointment is subject to completion of a DBS Enhanced Disclosure (Police check). The role for which you are applying involves substantial opportunity for access to children and/or vulnerable adults. **It is therefore exempt from the Rehabilitation of Offenders Act 1974.** You will be asked at interview if you have any criminal convictions/cautions/actions pending even if they would otherwise be regarded as "spent" and you will be given an opportunity to discuss the matter at this stage. **The disclosure of a criminal record, or other information, will not debar you from employment unless Sutton College considers that it makes you unsuitable for the appointment.** In making this decision Sutton College will consider various factors which may be relevant. The outcome of this decision will be discussed with you by senior management as appropriate.

Signed		Date	
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Please tick here if you are attaching any additional sheets to your application

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(not including the Equal Opportunities Monitoring Form)

# Equal Opportunities Monitoring

Sutton Council and the College are also committed to ensuring equal access to employment and details from this form will allow us to identify any groups that are under-represented in our workforce. **The information you give us here will only be used for the purposes of HR Management & is separated from your application form upon receipt. By completing this form you will help us better understand how we, as an employer, ensure equality of opportunity for all.**

**Please TYPE or complete by hand in BLACK ink & in BLOCK capitals.**  
To mark tick boxes, please "double-click" on them then select "Checked"

ABOUT THE JOB YOU'RE APPLYING FOR			
POSITION APPLIED FOR	<input type="text"/>		REF NO.
WHERE DID YOU SEE THE ADVERTISEMENT?	<input type="text"/>		

ABOUT YOU	To mark tick boxes, please "double-click" on them then select "Checked"
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## GENDER

Male ☐ Female ☐ Transgender ☐  
Prefer not to say ☐

## AGE (in years)

16 - 24 ☐ 25 - 29 ☐ 30 - 34 ☐  
35 - 39 ☐ 40 - 44 ☐ 45 - 49 ☐  
50 - 54 ☐ 55 - 59 ☐ 60 - 64 ☐  
65 + ☐ Prefer not to say ☐

## SEXUAL ORIENTATION

Bisexual ☐ Gay/Lesbian ☐ Heterosexual ☐  
*Attracted to both sexes* *Attracted to the same sex* *Attracted to the opposite sex*  
Other ☐ Prefer not to say ☐

## MARITAL STATUS

Married / ☐ Co-habiting ☐ Separated ☐  
In a Civil Partnership  
Divorced / ☐ Widowed ☐ Single ☐  
Dissolved Civil Partnership  
Prefer not to say ☐

## PREGNANCY AND MATERNITY

Please check this box if this section is not applicable ☐

Are you currently pregnant? Yes ☐ No ☐ Prefer not to say ☐

Are you currently on maternity leave? Yes ☐ No ☐ Prefer not to say ☐

## RELIGIOUS BELIEFS

Agnostic	<input type="checkbox"/>	Atheist	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Humanist	<input type="checkbox"/>
Jew	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	No religion	<input type="checkbox"/>
Other	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

## ETHNIC GROUP

### White

British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Gypsy or Irish Traveller	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>

### Asian or Asian British

Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>

### Other Ethnic Groups

Arab	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

### Mixed or Multiple Ethnic Group

White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>

### Black or Black British

Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>

Other -	<input type="checkbox"/>
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Please specify:

## DISABILITY

The Equality Act 2010, states that a person has a disability if they have a physical or mental impairment and the impairment has a **substantial** and **long-term** adverse effect on their ability to perform normal day-to-day activities. Please refer to the Application Guidance Notes for the meanings of this definition.

Do you consider yourself disabled? Yes ☐ No ☐ Prefer not to say ☐

If you have answered YES to the question above, please tell us of any arrangements, adjustments or adaptations which would help you to do this job? We will discuss any reasonable adjustments with you.

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Thank you for completing this form.

**Please return this AND the Application Form to the DIS Department**