The information you provide on this form is collected under the lawful basis of public task and processing contracts. It will be stored manually or electronically and will be disposed of after six months if your application is unsuccessful.

***Please TYPE or complete in BLACK ink & in BLOCK capitals***

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

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| **PLACEMENT WEEK(S) APPLIED FOR:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date From:** |  | **Date To:** |  |

|  |
| --- |
| **ABOUT YOU:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** |  | **Family name** |  |
| **First Name(s)** |  |
| **Address** |  |
| **Post Code** |  | **Daytime Number** |  |
| **Email Address** |  |

|  |  |
| --- | --- |
| **What level are you currently studying at?** | GCSE [ ]  AS LEVEL [ ]  A2 LEVEL [ ]  HIGHER [ ]  |
| **What subjects are you studying?** |  |

|  |
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| **ABOUT YOUR SCHOOL:** |

|  |  |
| --- | --- |
| **School:** |  |
| **Year Group & Class:** |  |
| **Contact Person - Name:** |  |
| **Address:**  |  |
| **Postcode:** |  |
| **Telephone:** |  |
| **Email Address:** |  |

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| **PREVIOUS EMPLOYMENT / VOLUNTEERING/ WORK EXPERIENCE PLACEMENTS:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer Name & Address** | **Post Title** | **Date From** | **Date To** |
|  |  |  |  |
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| **WHAT AREAS OF THE COLLEGE ARE YOU MOST INTERESTED IN WORKING WITH:** (e.g. Admin / Teaching) |

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| **STATEMENT OF SUITABILITY** |

*Please give details of any background information you think is relevant to your application:*

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| **DECLARATION** |

**I UNDERSTAND THAT, IF SUCCESSFUL, MY PLACEMENT WILL BE SUBJECT TO AN INTERVIEW WITH THE COLLEGE.**

The legal basis for collecting the information on this form is public task and contract.  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/>. Individuals whose information is held and processed by Sutton College can be assured the information will be maintained in confidence and treated with all due care.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | **Date** |  |

## Please return to the DIS Team by email – hr@suttoncollege.ac.uk or post –

## Sutton College, St. Nicholas Way, Sutton, SM1 1EA

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| **EQUAL OPPORTUNITIES MONITORING** |

*Equality and diversity are central to the work of Sutton College. Sutton Council and the College are 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.*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GENDER**

Male **[ ]**  Female **[ ]**  Transgender **[ ]**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE OF BIRTH:** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |
|  |  |  |  |  |  |  |  |

**SEXUAL ORIENTATION**

Bisexual **[ ]**  Gay/Lesbian **[ ]**  Heterosexual **[ ]**

Other **[ ]**  Prefer not to say **[ ]**

**RELIGIOUS BELIEFS**

Agnostic **[ ]** Atheist **[ ]** Buddhist **[ ]** Christian **[ ]** Hindu **[ ]** Humanist **[ ]** Jew **[ ]** Muslim **[ ]** No religion **[ ]**

Other **[ ]**  Sikh **[ ]** Prefer not to say **[ ]**

**ETHNIC GROUP**

**White Mixed or Multiple Ethnic Group**

British **[ ]** White and Black Caribbean **[ ]**

Irish **[ ]** White and Black African **[ ]**

Gypsy or Irish Traveller **[ ]** White and Asian **[ ]**

Any other White background **[ ]**  Any other mixed background **[ ]**

**Asian or Asian British Black or Black British**

Indian **[ ]** Caribbean **[ ]**

Pakistani **[ ]** African **[ ]**

Bangladeshi **[ ]** Any other Black background **[ ]**

Chinese **[ ]**

Any other Asian background **[ ]**

**Other Ethnic Groups**

Arab **[ ]** Other - **[ ]**

Prefer not to say **[ ]** 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**  **[ ]**

|  |
| --- |
| If you have answered YES, 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. |
|  |

## Please return to the DIS Team by email – jobs@suttoncollege.ac.uk or post –

## Sutton College, St. Nicholas Way, Sutton, SM1 1EA