

**Private and Confidential  
Application for Employment**

The information requested in this form is important in assessing your application. Please complete it accurately and in full.

<b>SECTION 1 VACANCY DETAILS</b>	
Job Title	<b>Creative Programmer for the East of England for London 2012 maternity cover</b>
Closing Date	<b>29 September 2008</b>

<b>SECTION 2 PERSONAL DETAILS</b>	
Surname	Address
Forename	
Previous Name	
Telephone Nos. Home: Work: Mobile:	
e-mail:	
National Insurance Number	Do you require a work permit?

<b>HEALTH</b>
Please indicate any disease, physical or mental illness you have, or have had, which may prevent you from doing this job. Any information provided will be treated in confidence

<b>DISABILITY</b>
Do you consider yourself to have any physical or mental impairment, which causes a substantial and long term adverse effect on your ability to carry out day to day activities?

<b>CRIMINAL OFFENCES</b>
<p>Rehabilitation Of Offenders Act 1974</p> <p>The post you have applied for is not exempt from the Rehabilitation of Offenders Act, 1974. Please give details of any "unspent" convictions.</p> <p>In the event of employment, failure to disclose appropriate information about convictions may result in dismissal or disciplinary action. Information given will be completely confidential.</p> <p>Where did you learn of this vacancy?</p>

**SECTION 2  
EMPLOYMENT**

Name And Address Of Current/Last Employer	
Job Title	
Date Commenced	
Brief Description Of Duties and Responsibilities	
Grade	
Salary/Wage	
Reasons For Wishing To Leave/Date Of Leaving	
Period of Notice Required	

**Details of Previous Employment** (earliest first and including any government training initiative, temporary, unpaid and voluntary work experience)

Name Of Employer	Job Title	From	To	Salary/Wage	Reason For Leaving

**SECTION 3  
EDUCATION**

Schools/Higher Education (Most Recent First)	Date From	Date To	Courses & Results (Give Years And Grades)

**SECTION 4  
TRAINING**

**Please detail training you have undertaken relevant to your employment**

Organising Body	Date	Duration	Course Title

Additional/Professional Qualifications And/Or Membership(s). Please Give Details And Dates Obtained.

If relevant, please give Professional Registration Number ..... Expiry Date .....

**SECTION 5**  
**INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please tell us why you want this job and how your education, training, experience and skills equip you for it. Please refer to the person specification for this post. An additional A4 sheet may be used if necessary

**SECTION 6  
REFERENCES**

Please give details of **two** persons, who are not related to you, who have consented to act as referees on your behalf and who can comment on your experience and suitability for this post.

<b>Referee 1</b> Name: Position: Capacity in which referee is know to you:  Address:  Tel No.	<b>Referee 2</b> Name: Position: Capacity in which referee is know to you:  Address:  Tel No.
--	--

The above references will be required before an offer of employment is made. **We will contact these referees BEFORE interview unless you mark or highlight the box(s) below.**

Referee 1.  Referee 2.

**SECTION 7  
DECLARATION**

I declare that the information provided in this form is true. I accept that should I not have provided full and accurate information it could result in me not being appointed, on offer of employment being withdrawn or disciplinary action being taken against me.

Signed ... .. [please type if e-mailing] ..... Date .....

Completed forms should be sent with a covering letter for the attention of Lisa Bellamy.

Applications will be accepted by e-mail and can be sent to [lisa.bellamy@goeast.gsi.gov.uk](mailto:lisa.bellamy@goeast.gsi.gov.uk)

Alternatively, please post your application to:

Living East  
Eastbrook  
Shaftesbury Road  
Cambridge  
CB2 8DF

If you have not been contacted within 4 weeks of the closing date, please assume that your application has been unsuccessful.

The deadline for applications is Monday 29<sup>th</sup> September 2008 at 10am.

Interviews will be held in Cambridge on Wednesday 22<sup>nd</sup> October 2008.

If you know in advance that you are not able to make the interview date, we would appreciate it if you could let us know.

**Data Protection**

Living East will use the information provided by you to evaluate your suitability for the position to which you have applied. We may also seek additional information from other sources, for example, by using your references.

Information contained in this application and any information obtained from other sources will be retained in all cases in hard copy form and/or computer for a period of up to 12 months for recruitment administration purposes and future consideration. Where applicable, and in cases of successful applicants, it will form the basis of your employment records.

By returning this completed application for to Living East, you expressly consent to Living East obtaining, holding and processing information about you for these purposes.

**EQUAL OPPORTUNITIES MONITORING**

In order that we can monitor our equal opportunities policy effectively, it is necessary to request information from applicants on the issues detailed below. The information you provide will be treated in the strictest confidence and will be used for statistical monitoring only and will not be used as part of the recruitment process.

White	Mixed	Asian or Asian British	Black or Black British	Chinese or Other racial Group
British	White and Black Caribbean	Indian	Black Caribbean	Chinese
Irish	White and Black African	Pakistani	Black African	Other Racial Group
Other White	White and Asian	Bangladeshi	Other Black	
	Other Mixed	Other Asian		
Date of Birth		Age		
Sex	Female Male	Do you consider yourself to be a person with a disability	Yes No	