



Application for Employment

Some important things to note:

- Please read the Job Description and Person Specification before completing this form. Please ensure you fill in all appropriate sections as fully as possible. This form may be completed electronically or by hand in BLACK INK.
- CVs should **NOT** be included with applications.
- Completed application forms can be submitted by email to: amy.martin@sunderland.ac.uk

OR by post to Amy Martin
Sunderland Culture Limited
C/o National Glass Centre
Liberty Way
Sunderland
SR6 0GL

Our ethos

We are a diverse community that values and promotes equality and diversity, and we welcome applications from all sections of the community.

Through our policies and practices we work to ensure that all visitors, students and staff are welcome in our community and do not face discrimination with regard to any aspect of their identity, such as age, disability, gender, gender reassignment, economic status, marriage/civil partnership, pregnancy and maternity, race, religion or belief or sexual orientation.

As such, Sunderland Culture bases shortlisting **solely** on a review of the Supporting Statement which must detail how you feel your skills, knowledge and experience match the requirements of the post. No personal details of the applicants are forward to the Recruiting Manager until after shortlisting has taken place.

Please contact us if you require this Application form in other accessible formats, or if you need to make alternative arrangements for completion.

Please let us know in advance of any access requirements you have for the interview.

Application for the post of:	
Reference:	

Personal Details			
Surname:			
Forenames:			
Title:			
Preferred Name:			
Home Address:			
	Town:		Post code:
	Country:		

Personal Details			
EEA/ EU (including UK) Citizen:			
Contact details:	Telephone number:		Mobile number:
	Work number:		Preferred contact number:
Email address:			

Education and Professional Development			
Institution:		Start Date:	End Date:
Examinations result/s:			
Type:	Subject:	Grade/ Result:	
Institution:		Start Date:	End Date:

Examinations result/s:			
Type:	Subject:		Grade/ Result:
Education and Professional Development			
Institution:		Start Date:	End Date:
Examinations result/s:			
Type:	Subject:		Grade/ Result:
Institution:		Start Date:	End Date:
Examinations result/s:			
Type:	Subject:		Grade/ Result:
Institution:		Start Date:	End Date:
Examinations result/s:			
Type:	Subject:		Grade/ Result:

Professional, Occupational or Skills Training	
Provider:	Date From:
Subject Studied:	Date To:
Provider:	Date From:
Subject Studied:	Date To:
Provider:	Date From:
Subject Studied:	Date To:
Current membership of professional bodies:	

Current/Most Recent Employer			
Job Title:			
Employer's Name:			
Location:			
Start Date:		End Date:	
Period of Notice Required:		Current Salary:	
Brief Description of Duties:			
Reason for Leaving or Seeking Alternative Employment:			
Employment Type:			

Please include below, details of any periods when you were not in employment
(e.g. because of travel, childcare or unemployment).

Previous Employment				
Employer's Name:		Job Title:		
Location:		Start Date:		End Date:
Brief Description of Duties:				
Reasons for Leaving:			Notice Period:	
Employer's Name:		Job Title:		
Location:		Start Date:		End Date:
Brief Description of Duties:				
Reasons for Leaving:			Notice Period:	
Employer's Name:		Job Title:		
Location:		Start Date:		End Date:
Brief Description of Duties:				
Reasons for Leaving:			Notice Period:	

<p>Have you been dismissed from any employment? If YES, please provide details:</p>	
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Supporting Statement

Please provide statements for the key criteria listed in the Person Specification.

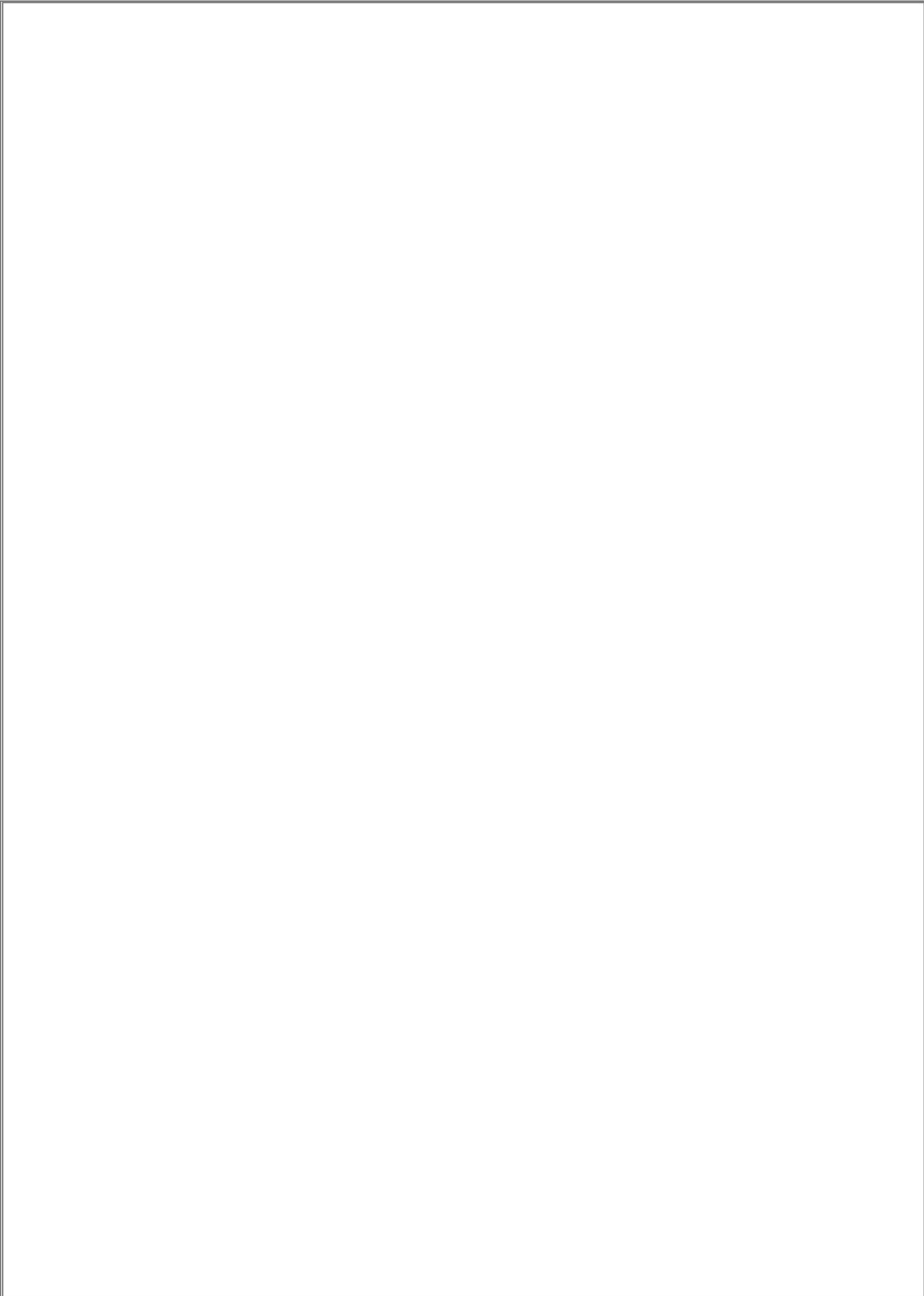
Shortlisting is based solely on this section of the application form.

The statements are designed to provide you with an opportunity to demonstrate how your qualifications, experience and training are relevant to the post for which you are applying. Remember to include evidence and/or examples to support your application.

Please Note: Unless otherwise specified Sunderland Culture Limited does not accept a CV as part of your submission instead preferring to use supporting statements in order that we can consistently assess the skills, knowledge and experience against set criteria.

If required, please provide extra details on a separate sheet of paper.

Supporting Statement



Additional Information

If required, please provide extra details on a separate sheet of paper.

Referees

Please give names and addresses of two people, not relatives, one of who should be your current employer (or last employer) from whom confidential references may be obtained.

It is Sunderland Culture Limited's policy to contact referees after an offer of employment is made. Please tick the relevant boxes below:

Referee 1		Referee 2	
Name:		Name:	
Position:		Position:	
Company:		Company:	
Address:		Address:	
Town:		Town:	
Post Code:		Post Code:	
Country:		Country:	
Email:		Email:	
Telephone number:		Telephone number:	
Can referee be contacted without prior permission:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Can referee be contacted without prior permission:	<input type="checkbox"/> YES <input type="checkbox"/> NO

Criminal Records Disclosure

Do you have any unspent criminal convictions in line with the Rehabilitation of Offenders Act 1974?

- YES
 NO

If YES, please provide details:

Personal Relationships

Are you related to, or do you have a personal relationship with anyone currently employed at Sunderland Culture Limited?

- YES
- NO

If YES, please provide details:

Recruitment Source

Where did you learn of this job?

Declaration

I declare that the information on this application is, to the best of my knowledge, true and complete.

Signed:

Date:

Equality & Diversity Monitoring

Please complete this questionnaire, ensuring you fill in all appropriate sections as fully as possible. This questionnaire may be completed electronically or by hand in **black ink**.

Why monitor diversity?

Sunderland Culture Limited is committed to a policy of equality of opportunity and aims to provide a working and learning environment that is free from unfair discrimination. We aim to ensure that employees are not discriminated against on any grounds, specifically those named as protected characteristics under the Equality Act 2010.

What information will be collected?

This questionnaire asks you to categorise yourself by ethnic group, disability, gender, religion/ belief, sexual orientation and socio-economic group.

What will happen to this questionnaire?

This questionnaire will be separated from your application form and will not be seen by those responsible for shortlisting and will NOT therefore, form part of the selection process.

This questionnaire will be used by Sunderland Culture to monitor and continuously improve our recruitment practices to ensure that we attract and recruit a talented and diverse workforce.

The information you provide will be treated as confidential and will be used only for these stated purposes

What will the information be used for?

This questionnaire will contain sensitive personal data which will only be processed in accordance with the Data Protection Act 1998. The data will help us to review our employment policies and practices, particularly where equality of opportunity is concerned.

Personal Details			
Name:		Date of birth:	
Gender:		Marital status:	
Gender identity is the same as assigned at birth:		Religion:	
Nationality:		Sexual Orientation:	
Job applied for:		Please tick the relevant box:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Permanent <input type="checkbox"/> Fixed-Term <input type="checkbox"/> Casual <input type="checkbox"/> Freelance

<p>Do you have a National Insurance Number?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, please provide your National Insurance number:</p>
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Disability	
<p>Disability is defined by the Equality Act 2010 as a physical or mental impairment which has a substantial and long-term (at least 12 months) effect on your ability to carry out normal day-to-day activities.</p>	
<p>Do you have a disability as defined by the Equality Act?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not wish to declare (Please tick as appropriate)</p>	

If you have answered yes above, please give details (Please tick as appropriate)	
<p><input type="checkbox"/></p>	<p>Two or more impairments and/or disabling medical conditions</p> <p>Specific learning difficulty such as dyslexia, dyspraxia or AD(H)D</p> <p>General learning disability (such as Down's syndrome)</p> <p>Social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder</p> <p>Long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy</p> <p>Mental health condition, such as depression, schizophrenia or anxiety disorder</p> <p>Physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches</p> <p>Deaf or serious hearing impairment</p> <p>Blind or a serious visual impairment uncorrected by glasses</p> <p>Disability, impairment, or medical condition that is not listed above</p> <p>Other type of disability</p>

Access Requirements	
<p>Please specify any needs in terms of access to equipment or facilities that you require to enable you to fully undertake the duties of the post for which you are applying:</p>	

Ethnic Origin	
<input type="checkbox"/> White	<input type="checkbox"/> Gypsy or Traveller
<input type="checkbox"/> Black or Black British - Caribbean	<input type="checkbox"/> Black or Black British - African
<input type="checkbox"/> Other Black background	<input type="checkbox"/> Asian or Asian British - Indian
<input type="checkbox"/> Asian or Asian British - Pakistani	<input type="checkbox"/> Asian or Asian British - Bangladeshi
<input type="checkbox"/> Chinese	<input type="checkbox"/> Other Asian background
<input type="checkbox"/> Mixed - White and Black Caribbean	<input type="checkbox"/> Mixed - White and Black African
<input type="checkbox"/> Mixed - White and Asian	<input type="checkbox"/> Other Mixed background
<input type="checkbox"/> Arab	<input type="checkbox"/> Other Ethnic Background
<input type="checkbox"/> Not Known	<input type="checkbox"/> Prefer not to say

Socio-Economic Background

Socio-economic background is described as the occupation of the main/highest income earner in their household when they were **14 years old**.

Definitions

Modern Professional Occupations, e.g. teacher/lecturer, nurse, physiotherapist, social worker, welfare officer, actor, artist, musician, police officer (sergeant or above), software designer

Clerical and Intermediate Occupations, e.g. secretary, personal assistant, clerical worker, office clerk, call centre agent, nursing auxiliary, nursery nurse.

Senior Managers and Administrators, e.g. usually responsible for planning, organising and co-ordinating work for finance such as finance managers, chief executive etc

Technical and Craft Occupations, e.g. motor mechanic, fitter, inspector, plumber, printer, tool maker, electrician, gardener, train driver.

Semi-Routine Manual and Service Occupations, e.g. postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, receptionist, sales assistant.

Routine Manual and Service Occupations, e.g. HGV driver, van driver, cleaner, porter, packer, sewing machinist, messenger, labourer, waiter/waitress, bar staff.

Middle or Junior Managers, e.g. office manager, retail manager, bank manager, restaurant manager, warehouse manager, publican.

Traditional Professional Occupations, e.g. E.g. solicitor, accountant, medical practitioner, scientist, civil/mechanical engineer.

Short Term Unemployed, i.e. Claimed Jobseeker's Allowance or earlier unemployment benefit for a year or less.

Long Term Unemployed, i.e. Claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year.

Retired

Please choose the most relevant description of your socio-economic background from the list below based on the definitions above:

- | | |
|--|--|
| <input type="checkbox"/> Modern Professional Occupations | <input type="checkbox"/> Long Term Unemployed |
| <input type="checkbox"/> Clerical And Intermediate Occupations | <input type="checkbox"/> Retired |
| <input type="checkbox"/> Senior Managers and Administrators | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Technical and Craft Occupations | <input type="checkbox"/> Don't Know |
| <input type="checkbox"/> Semi-Routine Manual & Service Occupations | <input type="checkbox"/> Prefer Not To Say |
| <input type="checkbox"/> Routine Manual and Service Occupations | <input type="checkbox"/> Other – please Specify: |
| <input type="checkbox"/> Middle or Junior Managers | <input type="checkbox"/> |
| <input type="checkbox"/> Traditional Professional Occupations | |
| <input type="checkbox"/> Short Term Unemployed | |