1. Personal details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Surname | |  | | | | |
| Forename(s) | |  | | | | |
| Preferred name | |  | | | | |
| Contact address and postcode | |  | | | | |
| Home telephone | |  | Mobile |  | | |
| Email Address |  | | | |  | |
| Do you require a work permit? | | | | | Yes | No |
| If you were offered this post, from what date would you be able to take up the position? | | | | | | |

2. Education, skills, qualifications and training

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School/College/ University/Training body | Subject Studied | Qualification/ level | Date obtained |
|  |  |  |  |

Please continue on a separate sheet if necessary.

3. Present or most recent employment

|  |  |  |  |
| --- | --- | --- | --- |
| Title of post |  | | |
| Name or type of Organisation |  | | |
| Address |  | | |
| Date started |  | Date left |  |
| Salary per annum |  | Notice required |  |
| Brief outline of duties |  | | |
| Reasons for wishing to leave |  | | |

4. Previous employment

Please detail your previous employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Organisation's name and address | Job title and main duties | Reason for leaving |
|  |  |  |  |

Please continue on a separate sheet if necessary.

5. Candidate statement

Please outline, in a maximum of two sides of A4, how your attributes, skills, knowledge and experience meet the person specification and job description, giving specific examples, and explaining why you want this role. Please include this as a separate document when you submit your application.

6. Other interests

Tell us about your interests, including any volunteering experience not mentioned elsewhere.

7. Health

Please indicate number of sick days taken in the past two years.

Please give details of any illness that has caused you to be absent from work for 10 or more consecutive days during the past 2 years.

8. References

Please give details of two people who we may contact for references. These referees should have knowledge of you in a working environment, either paid or unpaid, and one should be your current or most recent employer. We will take up references of shortlisted candidates after a provisional offer has been made.

|  |  |
| --- | --- |
| Referee 1 | Referee 2 |
| Name: | Name: |
| Title: | Title: |
| Organisation: | Organisation: |
| Address: | Address: |
| Telephone no: | Telephone no: |
| Email address: | Email address: |
| In what capacity do you know the referee? | In what capacity do you know the referee? |
| Are you happy for us to contact this referee in advance of the interview? | Are you happy for us to contact this referee in advance of the interview? |

No offer of employment will be made until 2 references, including that of your current /most recent employer have been received.

Are you related to/or do you have a personal relationship with any employee or Trustee of the Royal Statistical Society?

Yes No

If yes, please give details on a separate sheet.

9. Criminal Convictions

Do you have any criminal convictions?

Yes No

If yes, please give details on a separate sheet, this should exclude any spent convictions under section 4 (2) of the Rehabilitation of Offenders Act 1974, unless the job for which you are applying involves working with vulnerable adults or children, in which case cautions, bindovers pending prosecution, spent, and unspent convictions must be declared.

10. Declaration

To the best of my knowledge, the information I have given on this form is correct and complete. All questions relating to me have been accurately and fully answered and I possess all the qualifications which I claim to hold. I understand that any information which is later discovered to be incorrect may result in the termination of any agreements made.

**Signature: Date:**

(If returned by email please type your name above; this will serve as an electronic signature by you).

*Please tell us where you saw this post advertised:*

*We regret that we are only able to contact short-listed candidates.*