



APPLICATION FOR EMPLOYMENT

Application reference number:	
Applying for the Post of:	
Submission date:	
Closing date:	
Where did you hear about the post?	

Name of Applicant:	Surname	
	Forename(s)	

Address	
Town/City	
County	
Post code	

Contact details	Telephone (Daytime)	
	(Evening)	
	(Mobile)	
	E-mail	

National Insurance Number	
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SSG MISSION STATEMENT

“Providing opportunities, inspiring futures and empowering participation”

SSG is striving to be a recognised equal opportunities employer and welcomes applications from all minority groups.

Please complete the application form in full, referencing and attaching any additional sheets used if necessary, and email to recruitment@ssgservices.co.uk.

Please note that only information used for short listing applicants will be taken from this form. Any covering letters and/or CVs will not be considered in the short listing process, but will be kept on file if employed.



SUPPORTING EVIDENCE

Please refer to the job description to enable you to provide supportive evidence for your suitability for this post. Explain why you feel you are able to meet the competencies and criteria needed to be successful in this role, and where possible, provide examples of current or previous roles/experiences to support your reasons.

(please attach additional pages if you feel you need to)



PREVIOUS EMPLOYMENT HISTORY

Start with your current appointment and work backwards through your employment history. Please ensure that you account for any significant gaps. *(Please attach additional page if you feel you need to)*

Employer	Post title	Date started	Date finished	Reason for leaving
Main responsibilities				

Employer	Post title	Date started	Date finished	Reason for leaving
Main responsibilities				

Employer	Post title	Date started	Date finished	Reason for leaving
Main responsibilities				

Employer	Post title	Date started	Date finished	Reason for leaving
Main responsibilities				



EDUCATION & TRAINING

Start with your most recent training or educational achievement and work backwards through your development history. If you are successfully short listed you will be asked to bring your original certificates. *(Please attach additional page if you feel you need to)*

Institution (School, College, Training provider)	Qualification(s) achieved	Level of achievement	Date awarded

MEMBERSHIPS

Please give details of membership(s) of professional bodies you associated with.

Name of professional body	Date of renewal



ADDITIONAL INFORMATION

Please circle or provide information where requested.

Do you have a current driving licence?	Yes	No
Do you have regular use of a vehicle?	Yes	No
If no to any of the above, please give further details		

If you are successful and offered this position, how soon could you take up appointment?	
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SSG aims to promote equal opportunities to all. A criminal record will not necessarily exclude you from the employment process at SSG. This will depend on the post applied for and the background of your offence(s). All applicants who are offered employment at SSG will be subject to a criminal record check from the Disclosure and Barring Service.

Has any court convicted you of a criminal offence?	Yes	No
If you answered 'Yes' please give details.		

In accordance with the Asylum and Immigration Act 1996, we are required to ensure that only those legally entitled to live and work in the United Kingdom are offered employment. You will be asked to produce two forms of identification if offered employment.

Do you have the right to work in the UK?	Yes	No
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Please use the space below to provide any other information you feel is relevant to the post you are applying for that you have not already been given the opportunity to supply.



REFEREES

Please provide two referees, one of which should be your present or most recent employer. If you are successfully short listed, we will seek references from both your contacts. SSG reserves the right to withdraw any offer of interview or employment if the references are not provided or disclosed information deemed concerning by SSG.

Referee 1	
Name	
Company/Organisation	
Job Title/Position	
Capacity known to you	
Email	
Contact number	
Address	
Post code	

Referee 2	
Name	
Company/Organisation	
Job Title/Position	
Capacity known to you	
Email	
Contact number	
Address	
Post code	

DECLARATION

By entering my name and date below, I certify that the information provide is true and accurate, and has been submitted by myself. I understand that any false information may, in the event of employment, result in dismissal. I am aware that if offered employment SSG may require a satisfactory medical examination prior to confirming any offer of employment. I understand that the information provided in this application will be stored in accordance with Data Protection Act 1998.

Name		Date	
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EQUAL OPPORTUNITIES MONITORING FORM

SSG as a company is committed to not only the letter of the law but also to the promotion of equal opportunity in all fields. The information you provide will be kept separate from your application and stored as evidence as equal opportunities data. This information will be treated with the strictest confidence and not used in the interview process.

Surname		Forename	
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Vacancy	
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Where did you see this post advertised?	
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Gender		D.O.B	
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How would you describe your ethnic origin?	
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Do you have a disability? <i>(if yes can you provide some detail)</i>	
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