

## Application for Employment

IIED aims to be an equal opportunities employer. Applicants are considered on the basis of their suitability for the job regardless of race, colour, national or ethnic origins, gender, marital status, sexuality, disability, class, age, political or religious beliefs. All information collected will be treated in a strictly confidential manner and in accordance with the Data Protection Act 1998.



**Please ensure that you have completed all sections of this form and return it to:  
Human Resources, IIED, 3 Endsleigh Street, London WC1H 0DD.**

*You can submit your application form by email at [hr@iied.org](mailto:hr@iied.org) only if it's followed up with a mailed copy to ensure we have a signed copy of your application.*

**Position Applied for:** \_\_\_\_\_

### Personal Details (please print clearly or type)

Surname		Title	
Forename(s)			
Address			
		Postcode	
Email address			
Contact tel. Number		Work/Home/Mobile	
Do you need a work permit for employment in UK?		If you currently hold a work permit or visa, please give details including its type and expiry date	

### Current/Most Recent Employment

Employers Contact Details		Details of Post	
Name		Dates of employment	
Address		Job Title	
		Main Duties	
Postcode			
Phone			
Email		Notice Period	
		Reason for leaving	

**Employment History (please detail your employment history prior to your current/most recent post)**

<b>Dates</b> (format: mm/yy – mm/yy)	<b>Employer Details</b>	<b>Job Title/Main Duties</b>
		Reason for leaving:
		Reason for leaving:
		Reason for leaving:
		Reason for leaving:

*Please continue on a separate sheet if necessary. Please clearly mark additional pages with your name and the post you are applying for.*

### Qualifications and Training

**Education:** Secondary education up to and including 'A' levels or equivalent (High School diploma, Baccalaureate etc.)

From:	To:	Name of Educational Institute	Details of major subjects studied and exams passed including grades

**Further Education:** Education and training beyond secondary education (including professional qualifications). Please indicate if full-time or part-time.

From:	To:	Name of Educational Institute	Details of major subjects studied and exams passed including grades

**Membership of Professional Bodies**

Organisation

**Other Qualifications and Skills:** Include relevant short in-service training courses. Please also state proficiency in languages other than your native tongue or English.

From:	To:	Details

**IT Experience:** Please identify which software packages you are familiar with, and give an idea of your proficiency and frequency of use. E.g. *MS Word, good, daily*

Package	Proficiency	Frequency of use

### Supporting Information

Based on your past experience and interests, please explain why you think that you are particularly suited for the vacancy you have applied for, and what strengths you have to offer. In completing this section, please refer to the person specification available with the job description and explain how you meet those criteria. **If you are applying for a research vacancy, please also supply an up-to-date list of publications and/or major projects.**

*Please continue on a separate sheet if necessary. Please clearly mark additional pages with your name and the post you are applying for.*

### Voluntary Work

Dates	Employer Details	Job Title/Main Duties

### References

Please give the contact details of two referees who can provide written references for you (verbal references are not acceptable). One of them should be your current/most recent employer and the other should be your previous employer/college/school.

<b>1.</b>		<b>2.</b>	
Name		Name	
Job Title		Job Title	
Employer		Employer	
Address		Address	
Postcode		Postcode	
Tel. No.		Tel. No.	
Email		Email	
Can we contact this referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>		Can we contact this referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If appointed, how soon could your new employment start?			

### Declaration

Please note that if you provide any information that is false, or if you withhold any relevant information, IIED may withdraw any offer of employment that has been made, or if already appointed, you may be dismissed.

I declare that to the best of my knowledge, the information provided in this application is accurate and complete.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Equal Opportunities Monitoring Information

To operate our Equal Opportunities Policy, and for no other purpose, applicants are asked to complete all sections of this form, which will be separated from the application form on arrival. All information given will be treated as strictly confidential and will be treated in accordance with the Data Protection Act 1998. The data will only be used for monitoring purposes and will be destroyed after the compilation of statistics. In order to help IIED ensure that its Equal Opportunities Policy is being implemented, we hope you are able to provide the following information:

For Office use only: Candidate Reference No. \_\_\_\_\_

### Personal Data:

<i>Gender</i>	<i>Date of Birth</i>	<i>Nationality</i>
Male <input type="checkbox"/> Female <input type="checkbox"/>		

**Ethnic Origin** (Ethnic origin does not mean nationality, but normally refers to the people or culture with which a person's immediate family identifies): I would describe my ethnic origin as

<p><b>Asian Origin</b></p> <input type="checkbox"/> Chinese <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Other Asian Origin. Please specify _____ <p><b>Black Origin</b></p> <input type="checkbox"/> Black Caribbean <input type="checkbox"/> Black African <input type="checkbox"/> Other Black Origin. Please specify _____ <p><b>Latin Origin</b></p> <input type="checkbox"/> South American <input type="checkbox"/> Other Latin Origin. Please specify _____	<p><b>Mixed Origin</b></p> <input type="checkbox"/> Asian-Black <input type="checkbox"/> Asian-White <input type="checkbox"/> Asian-Latin <input type="checkbox"/> Black-White <input type="checkbox"/> Black-Latin <input type="checkbox"/> White-Latin <input type="checkbox"/> Other Mixed Origin. Please specify _____ <p><b>White Origin</b></p> <input type="checkbox"/> British <input type="checkbox"/> European <input type="checkbox"/> American <input type="checkbox"/> Canadian <input type="checkbox"/> Australian <input type="checkbox"/> Other White Origin. Please specify _____ <p><input type="checkbox"/> <b>Any other background</b></p>
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### Disability:

The Disability Discrimination Act of 1995 defines a disabled person as anyone with a 'physical or mental impairment which has a substantial and long term effect upon his/her ability to carry out normal day to day activities.

Do you consider yourself to have a disability? Yes  No

If 'yes', what is the nature of your disability?

Is there anything IIED could provide that would assist you, if you were brought for interview?

### Media Monitoring:

It would be useful to IIED if you could advise us where you saw this vacancy advertised.

Newspaper/Journal  (Please specify title) \_\_\_\_\_

IIED Website  Other Website (please specify) \_\_\_\_\_

Word of mouth  Other Source (please specify) \_\_\_\_\_

### Health:

Have you had any serious illness in the last five years? Please give details:

How many days have you taken off due to sickness in the last 3 years and for what reason?