

Application for Employment



Please complete this form and upload to sy pensions.org.uk/jobs

CVs are not acceptable, unless you have a disability that prevents you from submitting this form. In which case, either a pre-prepared typed CV, tape or computer disk would be allowed.

SECTION 1 Post Details

Title of post applied for Post Ref

SECTION 2 Personal Details

Forename(s) Last Name

National Insurance No. Date of Birth

Home Address (including postcode)

Preferred Telephone No. Email Address

Do you wish to be considered for Job-Share? YES NO

Do you consider yourself disabled? YES NO

SECTION 3 Qualifications and Training

Please state the qualifications/training you possess which are relevant to this post, with dates, in chronological order. If you need to add more, please use section 7 below.

	Qualification/Training course	Grade	Dates	
			From	To
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION 4 Membership of Professional Bodies

Please state the name of all Professional Bodies in chronological order. If you need to add more, please use section 7 below.

Professional Body	Registration/ membership No.	Type of membership	Renewal date
1			
2			
3			
4			
5			
6			

SECTION 5 Present (or most recent) Employment

Employer

Address (including postcode)

Title of post held Grade (if applicable)

Date appointed Date left (if applicable)

Present or terminal salary/wage Period of notice required (if applicable)

Brief description of main duties and responsibilities. If you need to add more information, please use section 7 below.

SECTION 6 Employment History

Please give a summary of all your other current/previous employments including any voluntary or unpaid work whether at work or at home, in chronological order. If you need to add more, please use section 7 below.

	Employer/organisation	Post title	Period of employment		Reason for leaving
			From	To	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Have you had any breaks in employment? YES NO

If YES, please give details

SECTION 7 / Information to Support Your Application

Please support your application by describing what particular experience, skills and abilities, general and special knowledge or additional factors you can bring to this job. This is your opportunity to tell us about yourself and why you are applying for this post. Take care to explain what you have done in your present and previous jobs, or outside work, and how it is relevant to this post. (You may also use this space to tell us about your previous employment history or training courses etc, if you ran out of room above.)

SECTION 8 Declaration

Are you related to any elected Member or officer of South Yorkshire Pensions Authority? YES NO

If YES, please give details; Name Relationship Position

Please give names and full addresses of two persons, one of whom should be your present or most recent employer, from whom references can be obtained.

Referee 1	
Name	<input type="text"/>
Address (inc postcode)	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>
Can references be obtained if you are shortlisted for interview?	
YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

Referee 2	
Name	<input type="text"/>
Address (inc postcode)	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>
Can references be obtained if you are shortlisted for interview?	
YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

Consent to data transfer, processing and storage:

I hereby consent to any data collected to be processed and stored in whatever format is deemed appropriate. I also give permission to South Yorkshire Pensions Authority to store the personal data I have provided (and any personal data gathered during the course of the screening) in accordance with its legal obligations, after which it will be securely removed from South Yorkshire Pensions Authority systems. I understand that all information will be kept confidential and treated by South Yorkshire Pensions Authority in a manner which is consistent with the mutually agreed General Data Protection Regulations (GDPR), which came into force on May 25 2018 and was designed to modernise laws that protect the personal information of individuals. Data may also be used to produce statistics for equality and diversity and recruitment monitoring. I understand that withdrawing my application will also withdraw my consent under this declaration.

PLEASE NOTE

To keep costs to a minimum the Authority does not inform applicants that they have been unsuccessful and therefore no further communication will be addressed to you unless you are invited for an interview. Interviews usually take place approximately two weeks after the closing date for applications. If you are not invited for interview I would like to take this opportunity to thank you for the interest you have taken in the advertised post.'

I understand that giving false information may lead to disciplinary action, including dismissal, if should be successful in this appointment.

Signature

Date

Are there any dates when you will not be available for an interview e.g. holidays?