



Education			
School/College	Subjects/Qualifications	Grade	Date
Professional/Technical Training			
Subject:	Qualifications	Training body	Date

References		
<p><b>Please give below the names and addresses of two referees, including telephone numbers. At least one should be your present or most recent employer (school or college if a student).</b></p>		
<b>Referee 1:</b>		
Name:		
Job Title:		
Company:		
Telephone Number:		
Address:		
Postcode:		
<b>Referee 2:</b>		
Name:		
Job Title:		
Company:		
Telephone Number:		
Address:		
Postcode:		
Do you hold a current driving license?	Yes	No
Do you have regular use of a car?	Yes	No



<b>Equal Opportunities</b>		
<p><b>Sussex Enterprise is committed to working towards equal opportunities. In order to monitor the progress of our recruitment and selection practices we need from you the following personal details requested below. All information will be treated in confidence and will be detached before short listing.</b></p>		
Application number (office use):		
Vacancy source (eg. Sussex Enterprise website)		
Mr/Mrs/Miss/Ms (delete as appropriate):		
Surname:		
First Name(s):		
Address:		
Post Code:		
Home telephone number:		
Mobile number:		
Email address:		
<b>Ethnic Origin</b>		
<b>White</b>		
European	Any other white background (please specify)	
<b>Asian or Asian British</b>		
Indian	Pakistani	
Bangladeshi	Any other Asian background (please specify)	
<b>Black or Black British</b>		
Caribbean	African	
Any other Asian background (please specify)		
<b>Mixed</b>		
White & Black Caribbean	White & Black African	
White & Asian	Any other mixed background (please specify)	
<b>Chinese or other ethnic group</b>		
Chinese	Any other ethnic background (please specify)	
<b>Sex</b>		
Male	Female	
<b>Age</b>		
25 and under	26-45	46 and over
<b>Medical History</b>		
Do you have any disabilities?	Yes	No
<b>Declaration</b>		
<p>Any appointment will be made on the basis that the information given on this form is true and correct. Failure to disclose information, or giving incorrect information may result in an offer of appointment being withdrawn, or in disciplinary action or dismissal at a later date.</p> <p>I certify that I have read and understood the above and that the information I have given is true and correct. If appointed I undertake to make known to the Human Resources section any change in this information, which may occur at a later date.</p>		
<b>Name:</b>		<b>Date:</b>

**Rehabilitation of Offenders and Proof of Nationality/ Right to work in the United Kingdom**

Please read the information below and sign the appropriate section

**Rehabilitation of Offenders Act 1974**

**Please note that any information you disclose will be treated with confidentiality and discretion. All applicants will be considered on individual merit and competency and no other subjective judgement will be used when making a decision on suitability for employment.**

**Please state whether you have a criminal conviction that is not yet ‘spent’.**

- No
- Yes

If yes, please give details


**Proof of nationality and your right to work in the United Kingdom**

Section 8 of the Asylum and Immigration Act 1996 requires all employers in the UK to make basic document checks on every person they intend to employ. On 1 May 2004 the law regarding checking documentation changed and employers now have a duty to check and copy specific original documentation to obtain ‘statutory defence’ for any new employee employed after 30 April 2004. These checks mean employers can be sure they will not break the law by employing illegal workers.

**I understand that Sussex Enterprise will ask for evidence of my nationality and my eligibility to work in the United Kingdom and I confirm that if I am unable to provide the necessary documentation at the induction stage, Sussex Enterprise have the right to withdraw my offer of employment.**

I certify all the above information is true and correct

Signature:
Date:

When you have completed this form please email it to:  
[danni.cooper@sussexenterprise.co.uk](mailto:danni.cooper@sussexenterprise.co.uk)

Or by post to:  
**Danni Cooper**  
**Sussex Enterprise**  
**Greenacre Court**  
**Station Road**  
**Burgess Hill**  
**West Sussex**  
**RH15 9DS**