



Information Commissioner's Office
Promoting public access to official information
and protecting your personal information

We are happy to accept applications in alternative formats from applicants who, for reasons of disability, may find it difficult to fill in our standard form.

If you wish to submit such an application please ensure that you provide us with all of the following details:

Personal Details

- Forename
- Surname and Title (e.g. Mr, Mrs, Ms, Dr)
- Permanent home address, including postcode
- Home Telephone Number
- Any temporary address, postcode and Temporary Telephone Number (if applicable)
- Mobile Telephone number (if applicable)
- Date of Birth
- Details of disability (not obligatory)
- Details of any special arrangements required for interview.

Education and Qualifications

- Secondary Schools attended (names & towns)
- Dates Attended (month & year)
- Subjects/course studied, level and exam results and grades
- College/University attended (names & towns)
- Dates Attended (month & year)
- Subjects/course/degree & type studied, exam results and grades/class obtained
- Details of any Post-Graduate Research

Professional/occupational training/qualifications

- Professional or other qualifications, including membership of professional and/or Scientific Societies (including date admitted where relevant)
- Details of other specialised training, knowledge or experience e.g. apprenticeships; shorthand and typing (speeds obtained); current driving licence
- Knowledge of foreign language(s) indicating proficiency, spoken and written.

Employment History

- If you are a student or have recently left further education, give details of any employment/experience which formed part of a sandwich course, with dates and name of employer or any vacation or temporary employment, with dates and name of employer.
- Present or latest full-time employment give details as follows:
 - Name & address of employer
 - Nature of business
 - Telephone No - indicating if we may contact you at work
 - Dates of employment
 - Salary, other remuneration and benefits
 - Description of work experience gained (indicating responsibilities)
 - Reason for leaving/considering leaving
- Employment previous to that, give details as follows:
 - Name & address of employer
 - Nature of business
 - Dates of employment
 - Salary, other remuneration and benefits
 - Description of work experience gained
 - Reason for leaving

Additional information

- You may wish to provide further information concerning your background or future plans, which you feel would support your application. For example, you may wish to expand on any work experience, qualifications and personal attributes you feel are relevant to your application.

Other interests

- Give details of any other interests (societies, sports, hobbies etc) and indicate any posts of responsibility and relevant dates.

References

- Original testimonials must not be forwarded.
- Give the name and address of two referees and confirm the context in which the referee knows you. One should be from your present or last employer or, if you have not been previously employed, your head teacher/tutor.
- We will not contact your referees unless we are considering offering you an appointment following an interview.

Declaration

- Please insert the following declaration to the end of your application:

'I certify that the above information is correct. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I understand that any employment offer will be subject to satisfactory references and health review'

Signature Date

Your application should be returned to:

Recruitment Officer

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Please mark your envelope "Private & Confidential"