

For official use only	Campaign Number:		Candidate Number:	
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External Application for Employment

Please complete this form (using **Adobe Reader 9** or above; the form can be saved and reopened later). Once you are happy, submit it using the button at the end of the form (or, if using webmail, attach in an email to: hrenquiries@metoffice.gov.uk). Alternatively, print the form out, complete by hand, and return by post to:

Met Office, Human Resources, FitzRoy Road, Exeter EX1 3PB

Applications must be received by the closing date as stated in the job advert. Applications received after this date may not be accepted. We recommend you read the application form guidance prior to completing section 5, 'Suitability for the Job'. If you prefer to print this form off to apply by hand in writing, use black ink as your application will be photocopied. Sections 1 and 6 are used for monitoring purposes only, and will not be considered at any stage of the selection process. We do not accept CVs unless stated in the job advert.

Title of job applied for		Vacancy Number (at base of job description)	
We are keen to understand the effectiveness of our recruitment advertising. If you saw this job advertised in a newspaper, magazine or a jobs website, please state where.			

1. Personal Details

Surname		Place of Birth		Date of Birth		Gender (M/F)	
First name(s)		Present Nationality		Nationality at Birth			
Title (Mr Mrs. Dr)		Any other names by which you have been known		Are you currently a UK Civil Servant?			
National Insurance Number:		Have you lived only in the UK continuously for the last five years? If no, it may affect the time taken to get security clearance					
If NO, state which countries you have lived or worked in or travelled through for more than one month at a time, and dates (FROM – TO)							
Address for Communication:				Permanent Address (if different):			
Postcode		Tel. No.		Postcode		Tel. No.	
Mobile		E mail address					
If there are any dates that you will not be available for interview during the next six weeks, please list them here:							
Do you consider yourself to be a disabled person? If not, please go onto Section 2 .							
Under the Guaranteed Interview Scheme disabled candidates who at least meet all of the essential criteria for the job will be guaranteed an interview. Are you applying under this Scheme?							
Please give details of the effects of your disability on your day to day activities, and any other information that would help us accommodate your needs, and any requirements you will need for your interview:							

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2. Educational History & Academic Achievements

Please list all qualifications with the highest level first (e.g. a PhD, a degree, then 'A' levels, then GCSEs).

Educational Establishment (School, College, University)	Subjects Studied, Qualifications & Grades Attained (including achieved or anticipated grades)

3. IT Skills & Experience

Many Met Office jobs need a certain level of IT/computer proficiency for the job to be performed effectively. As part of your suitability for a job, please give details of your IT skills and experience in the space below.

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4. Employment History & Achievements

State your current (or most recent) job first. We are particularly keen to know what you achieved and what improvements you made in your more recent jobs. Please also account for any gaps in employment history. We ask for dates of employment purely to judge how recent your most relevant employment experience is.

Dates		Name and Address of Employer and type of business undertaken	Job title(s), description of main responsibilities and key achievements whilst in post.
From	To		

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5. Suitability for the Job

With reference to both the essential and desirable criteria listed in the job description, please state the extent to which you meet each of these criteria in turn as they are listed in the job description. Describe how your knowledge, skills and experience will enable you to perform this job well. In particular we are looking for evidence of key things you have achieved and how you went about making those achievements. Read the accompanying application form guidance prior to completing this section. Ideally, a copy of your CV should be submitted in addition to the above restriction on a separate page of this document.

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Suitability for the job (continued)

Declaration – the details given on this application form are true and correct to the best of my knowledge. I understand that if any information I have provided on this application is subsequently found to be false, or if I knowingly withhold information that is considered to be highly relevant to my application, I may be dismissed.

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6. Diversity Monitoring Information

Completing this section is optional. However, we are keen to ensure that we attract and recruit a diverse workforce. Under the Data Protection Act 1998, the general information you supply about yourself, known as your personal data, will be processed by the Met Office. Diversity monitoring information about your ethnic or racial origins or religious or philosophical beliefs is called 'sensitive personal data'. This sensitive information will be used for monitoring purposes only and will not be used in deciding your suitability for the job at any stage of the selection or shortlisting process. The Data Protection Act 1998 requires your consent before this processing can take place - see the declaration below.

Age	Gender	Marital Status (Married, Single, Other)
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Ethnic origin (relates to a sense of identity/belonging on the basis of race/culture). I would describe myself as (Choose ONE section from A to E, and state 'YES' in the appropriate box to indicate your cultural background):

A White:

British	English	Scottish	Welsh	Irish	Other
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B Mixed:

White & Black Caribbean	White & Black African	White & Asian	Other
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C Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:

Indian	Pakistani	Bangladeshi	Other
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D Black, Black British, Black English, Black Scottish, or Black Welsh:

Caribbean	African	Other
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E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group:

Chinese Other

Do you consider yourself to be a disabled person? YES/NO.	
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By stating 'YES' in the box below, you will be giving your consent to the processing of the sensitive information you have supplied in this section. If you do not understand the content of this form or the effect of the declaration or you feel unable to give your consent, contact HREnquiries@metoffice.gov.uk or ring (01392) 885000.

Declaration - I have read and understood the data protection information above and agree and consent to the processing of the information that I have supplied about me.

Date