

# GREATER LONDON AUTHORITY

Please refer to the advice on the application process section of the website before completing this form

**Please use black ink or typescript**

Job details			
Title of the post for which you are applying:			
Reference of the post for which you are applying:			
Where did you see this post advertised?:		Closing date	

Personal details			
Surname		Title	
Forenames		Email address	
Address		Work telephone number	
		Mobile telephone number	
		Home telephone number	
		May we call you at work?	Yes / No
Preferred method of contact:	Telephone <input type="checkbox"/>	Email <input type="checkbox"/>	Letter <input type="checkbox"/>

Present or most recent employment			
Job title		Salary	
Start date		Date left	
Reason for Leaving			
Employers name and address		Employers Telephone number	
Brief description of current duties and responsibilities:			

**Eligibility to work in the United Kingdom**

Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National?

Yes  No

If you have answered 'no' to the above, you must answer the following questions:

Please tell us your current immigration status e.g. indefinite leave to remain; tier 1/2/5; require certificate of sponsorship etc (this status will be subject to checking before interview):

Does your visa have a condition restricting employment or occupation in the UK?

Yes  No

Please supply details of any visa currently held, number, start/expiry dates and details of any restrictions:

**Job sharing**

Please indicate if you wish to be considered for this post as a job sharer:

Yes  No

**Availability**

Please give dates of when you are unable to attend the interview. We cannot undertake to avoid these dates, but will try to do so:

**Relationship**

Are any employees of the GLA, the Mayor or Assembly Members personally known to you?

Yes  No

If yes, who do you know and what is your relationship? Please note the declaration below.

### Education training and qualifications

Please give details of educational qualifications you have obtained from school, college or university. Shortlisted candidates will be expected to provide proof of qualifications obtained.

Dates		School, college or university	Examinations taken or to be taken (with dates) and qualifications obtained
from	to		

### Training and development

Please give details of any relevant training other than that identified above

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### Membership of professional bodies/professional qualifications

Name of body/qualification	Class/grade of membership	Date obtained

**Previous employment**

Please give details of your previous employment starting with the most recent. Please account for any gaps in your employment history.

<b>Dates</b>		<b>Name and address of employer</b>	<b>Job title and brief description of duties</b>
<b>From</b>	<b>To</b>		

## Supporting statement

Please use the space below to tell us how you meet the requirements for this role, as outlined in the person specification section of the job description. Please ensure you address both the technical requirements and behavioural competencies. (Please keep your response to a max of two-sides of A4).

In providing your evidence, please use examples of your past experience to demonstrate that you have the skills and experiences required for the role. You can use experience and knowledge gained from current and previous employment, voluntary work, leisure interests and any other activities you consider relevant to this position.

**If you are returning this form electronically to [glajobs@london.gov.uk](mailto:glajobs@london.gov.uk) you will receive a delivery receipt within 24-hours of your submission. If you do not receive a receipt after 24-hours please contact us on 0207 983 4143.**

**When returning your application please use the following addresses:**

**Email: [glajobs@london.gov.uk](mailto:glajobs@london.gov.uk)**

Alternatively, if you are unable to email your application, you can send it to:  
 GLA Jobs  
 PP12  
 City Hall  
 The Queens Walk  
 London  
 SE1 2AA

**Referees**

We will always take up two employment references from your current or most recent employers. Please provide the employer’s name and address and the name of the person who is authorised to give the reference (Line Manager or Supervisor).

Reference one		Reference two	
Company name		Company name	
Address		Address	
Referee’s name		Referee’s name	
Job title/ Relationship		Job title/ Relationship	
Tel No		Tel No	
Email		Email	
Fax No		Fax No	

**Declaration**

I confirm that the information provided on this application form is true and correct and that the information may be used for registration purposes under the Data Protection Act 1998.

I understand that deliberately giving false or incomplete answers, canvassing of any staff of the Greater London Authority, the Mayor or London Assembly Members, would disqualify me from consideration or, in the event of my appointment, make me liable to dismissal without notice. If you are returning this form electronically and unsigned you will be bound by the declaration when the GLA receives the electronic application.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_