

Employment Application Form

Please complete this application form in black ink for ease of copying

POSITION APPLIED FOR:					
1. Surname:		Forename(s)		Title: Dr/Mr/Mrs/Miss/Ms/other	
2. Home address:			3. Correspondence address: (if different)		
Postcode			Postcode		
Home telephone:			Fax number:		
Work telephone:			E-mail:		
May we contact you at work?		YES/NO		May we contact you by e-mail?	
				YES/NO	

4. Permanent employment history

Please give details of all employment that you have undertaken in date order starting with the most recent. Please use a continuation sheet if necessary. Dates should be continuous. Any gaps should be detailed at question 13.

Employer's name and address (1)	
Job title and main responsibilities/achievements	
Start date:	Reason for leaving
Finish date:	Salary on leaving (£ pa)
Employer's name and address (2)	
Job title and main responsibilities/achievements	
Start date:	Reason for leaving
Finish date:	Salary on leaving (£ pa)
Employer's name and address (3)	
Job title and main responsibilities/achievements	
Start date:	Reason for leaving
Finish date:	Salary on leaving (£ pa)

Continue on a separate sheet if necessary

5. Secondary education

Schools/colleges attended	Examinations taken and grades

6. Further and higher education

Further/higher education establishment attended	Course title and results including class of degree

7. Details of other qualifications gained through training course undertaken which are not listed overleaf
(including professional qualifications and membership of professional institutions)

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8. IT skills – give brief description of packages used. Please indicate whether knowledge is basic, intermediate or advanced

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9. Languages

In which foreign languages can you communicate? Please indicate whether knowledge is fluent, intermediate or basic.

Written	1.	Oral	1.
	2.		2.
	3.		3.

10. Experience and skills

In the box below please explain how your skills and experience meet the requirements of the job description. You should draw on your experiences from your current or previous roles or from other relevant outside work activities.

11. References

Please provide the names of two referees covering the last three years of employment and/or other occupation. One of the referees should be your current employer, if appropriate.

Name of referee:	
Job title:	
Name of organisation and address:	
E-mail:	
Telephone number:	
Name of referee:	
Job title:	
Name of organisation and address:	
E-mail:	
Telephone number:	
Name of referee:	
Job title:	
Name of organisation and address:	
E-mail:	
Telephone number:	

We will require a reference from your current employer before an offer can be confirmed but we will contact you before doing this. May we contact your current employer once we have made a provisional offer of employment? YES/NO

12. Work Permit

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? YES/NO

If you are not a British citizen or a citizen of another country in the European Economic Area you will require a work permit.

Do you need a work permit? YES/NO

Do you hold a work permit? YES/NO

If you hold a work permit, on what date does it expire?

13. Give details of any time not already accounted for

Dates	Reason

14. Interests - Please give brief details

15 When could you take up the appointment if successful?

16 Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature:

Date:

Personal Information and Equal Opportunities Monitoring

This section will be detached from your application form and equal opportunity details will only be used for monitoring purposes.

1. Surname:	Forename(s)	Title: Dr/Mr/Mrs/Miss/Ms/other
2. Home address:		3. Correspondence address: (if different)
Postcode		Postcode
Home telephone:		Fax number:
Work telephone:		E-mail:
May we contact you at work? YES/NO		May we contact you by e-mail? YES/NO

4 Gender

Male
 Female

5 Date of Birth

6 Disability

The Disability Discrimination Act defines a disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on someone's ability to carry out normal day-to-day activities'.

Do you consider yourself to have a disability that you wish to declare?

(Please tick)

Yes	No
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If so, would you need any particular arrangements at interview?

(Please tick)

Yes	No
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If the answer is YES, please provide further details below. (If selected for test and/or interview, we will contact you to discuss and confirm the arrangements).

7. How did you become aware of this vacancy?

Media:

Date:

Reference:

8. Ethnicity

We recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Please show which group best describes your ethnic origin or descent by ticking ONE of the boxes below:

White

British Irish Any other white background

Mixed

White and Black Caribbean White and Black African White and Asian Any other mixed background

Asian or Asian British

Indian Pakistani Bangladeshi Any other Asian background

Black or Black British

Caribbean African Any other black background

Chinese or other ethnic group

Chinese Other ethnic group*

* Please specify

9. Data protection statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment both internally and via external agencies, for example agencies handling pensions and payroll. We may also use the information if there is complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data (as described above) in accordance with our registration with the Information Commissioner.

10. Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature

Date
