

Application Form

All the information you are asked to provide in support of your application will be handled in confidence. Please refer to the application form guidance notes before completing this form.

Once completed to apply, please visit <http://jobs.arts.ac.uk/> and search for your vacancy. Once you have found your vacancy press the apply button at the bottom of the screen and you will be directed to a page where you will need to complete some personal details and upload the application form. Press submit and your application will be sent directly to the Staffing Administrator for consideration.

Please note: you are only able to submit one document. If you have supporting information you wish to submit please add it to the end of your application form.

Post title	University Reference Number
College/Department	Are you eligible to work in the UK? Y/N
Where did you see this post advertised?	

Personal Details

Surname	Given names	Title
Address		
Post code		
Email		
Tel no. (day)	Tel no (evening)	
May we contact you at work? Y/N		

Current/most recent employment

Employer		Job title	
From	To	Salary	Notice period
Address			
Postcode			
Brief description of duties and responsibilities			

Previous employment (extend table if necessary)

Employer's name and address	Job title	Date		Salary / Benefit(s)	Reason for leaving
		From	To		

Education and qualifications

School/College/University	Subject	Grade

Development and Training

Type undertaken	Date

Membership of professional associations and institutes

Professional body	Registration No.	Membership status	Expiry date

Research / published work (if appropriate) (extend table if necessary)

Date	Title of publication / nature of research	Brief description and relevance

Evidence of Ability to Support your Application

Please provide evidence that demonstrates your ability to meet the requirements of the role as stated in the person specification. Address each competency of the person specification under the specified sections below. You should include evidence you have gained in either paid or voluntary community work, work at home or through study. The examples you provide here and other information provided on the application form will enable those shortlisting, using the job description/person specification to make a decision on your application.

References

Please give the names and addresses of two individuals, not related to you, from whom we may obtain employment references to describe your suitability for the post. If you are currently working, one of these must be from your current employer. Otherwise a previous employer (or tutor if you have been in education) will be sufficient.

If the post you have applied for involves responsibility for money, goods, accounts, computer operations or programming of accounts or payroll, and you have not been employed by your current employer for at least two years, then further references will be taken up from previous employers.

Where it is a standard requirement of this role to work on a one-to-one basis with young people under 18, you must provide references from two referees who have known you continuously for at least two years.

Name	Name
Title (Mr, Mrs, Miss, Ms, Dr, Prof)	Title (Mr, Mrs, Miss, Ms, Dr, Prof)
Job title	Job title
Relationship	Relationship
Address	Address
Postcode	Postcode
Tel.	Tel.
Fax	Fax
Email	Email
May we contact this referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact this referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Rehabilitation of Offenders Act (1974)

The University is entitled to ask you to declare all convictions because of the nature of this employment. If appointed you will be required to sign a declaration before commencing work. If you have been convicted of a criminal offence, please give details (offence, judgement and date) by sending a separate letter direct to the Assistant HR Manager - Operations, University of the Arts London, 272 High Holborn, London, WC1V 7EY, stating the post and post reference for which you are applying.

Depending on the type of employment, if stated on the advert you will be required to apply to the Criminal Records Bureau for an enhanced disclosure of any criminal records.

Availability

Please give any dates when you are not available for interview:

Equality Act 2010

In line with the requirements of the Equality Act 2010, the University will make reasonable adjustments for candidates with a disability during the selection process.

If you need any assistance during the selection process, please detail below so that arrangements can be made to assist you.

Declaration

Please note: Providing any misleading or false information or canvassing managers or Governors of University of the Arts London will disqualify you from appointment. If appointed, it will render you liable to dismissal without notice.

I have read the above statement. By submission of this application I declare that the information given by me on this form now, and subsequently provided by me in connection with this application for employment, is complete and correct to the best of my knowledge. All questions relating to me have been correctly and fully answered. I possess the qualification(s) which I claim to hold. I also understand and accept that verification may be sought as to the factual basis of the information I have provided.

Name _____ Date _____

The information that you give on this form, and accompanying monitoring information, together with information you will be asked to supply if appointed, will be used for registered purposes under the terms of the Data Protection Act 1998. Information will be processed manually and automatically. You will have the right of access to your Personal Data, to have any inaccurate data amended and to know for what purpose the information is being processed.

EQUAL OPPORTUNITIES MONITORING FORM (Recruitment Reporting)

Equal opportunities monitoring data enables the University to identify broad trends and where appropriate plan provision and explore possible interventions to address areas of historical and persistent under-representation. In the interest of best practice and parity, applicants for vacancies are invited to provide data on a voluntary basis on ethnicity, gender, age, disability status, religion and belief, sexual orientation, transgender and caring responsibilities. Equal opportunities monitoring informs our compliance with Equality Legislation, the University’s Corporate Strategy and our aims to promote diversity and inclusivity, see: http://www.arts.ac.uk/policies_strategies.htm for further information

All monitoring data is kept in the strictest confidence including collation, inputting, storage, extraction and analysis. Access is restricted to select HR Staff once inputted into our HR systems.

GENDER

GENDER IDENTITY (Gender Reassignment)

Are you:		Is your gender identity the same as that assigned at birth?			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Yes	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	No, I am Transgender	<input type="checkbox"/>
	<input type="checkbox"/>	I Decline to Answer	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	I Decline to Answer	<input type="checkbox"/>

NATIONALITY

UK National	<input type="checkbox"/>	European Union/European Economic Area	<input type="checkbox"/>
International (Non EU/EEA)	<input type="checkbox"/>	Please state your nationality:	<input type="text"/>
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

AGE

Please indicate which Age band you belong to:											
Under 20	<input type="checkbox"/>	21-25	<input type="checkbox"/>	26-30	<input type="checkbox"/>	31-35	<input type="checkbox"/>	36-40	<input type="checkbox"/>	41-45	<input type="checkbox"/>
46-50	<input type="checkbox"/>	51-55	<input type="checkbox"/>	56-60	<input type="checkbox"/>	60-65	<input type="checkbox"/>	66+	<input type="checkbox"/>	I Decline to Answer	<input type="checkbox"/>

ETHNICITY

Please indicate your ethnic origin:	
WHITE	<input type="checkbox"/> White British
	<input type="checkbox"/> White Irish
	<input type="checkbox"/> White Other
	<input type="checkbox"/> Roma Gypsy
	<input type="checkbox"/> Traveller
BAME (Black, Asian and Minority Ethnic)	<input type="checkbox"/> Black or Black British – African
	<input type="checkbox"/> Black or Black British - Caribbean
	<input type="checkbox"/> Other Black Background
	<input type="checkbox"/> Asian or British - Indian
	<input type="checkbox"/> Asian or British - Pakistani
	<input type="checkbox"/> Asian or British - Bangladeshi
	<input type="checkbox"/> Other Asian Background
	<input type="checkbox"/> Mixed - White and Black Caribbean
	<input type="checkbox"/> Mixed - White and Black African
	<input type="checkbox"/> Mixed - White and Asian
	<input type="checkbox"/> Other Mixed Background
	<input type="checkbox"/> Chinese
<input type="checkbox"/> Other BAME Background	
OTHER	<input type="checkbox"/> Please specify:
UNKNOWN	<input type="checkbox"/> I Decline to Answer

DISABILITY

Do you consider yourself to be Disabled?
 A Disabled person is defined in the Disability Discrimination Act (1995) as someone with a physical or mental impairment that has a *substantial* and *long-term* impact on their ability to carry out day-to-day activities. It is also considered under the ‘Social Model of Disability’ as “a loss or limitation of opportunity to take part in the life of the mainstream community on an equal level with others, due to physical or social barriers.”

<input type="checkbox"/> Not Disabled	<input type="checkbox"/> I Decline to Answer	
<input type="checkbox"/> Disabled		
If you tick this box, please also indicate the nature of your disability.	Dyslexia	Dyslexia
	Learning Difficulty	Moderate Learning Difficulty
		Severe Learning Difficulty
		Dyscalculia
		Multiple Learning Difficulties
		Other Learning Difficulty
		Autistic Spectrum Disorder (E.g. Aspergers, Autism)
	Physical	Wheelchair User
		Mobility Difficulties
		Co-ordination or Dexterity
Sensory	Blind / Partially Sighted	
	Deaf / Hearing Impaired	
Mental Health	Mental Health Condition E.g. Depression, bipolar, OCD	
Long Term Illness	Unseen disability e.g. Diabetes, Epilepsy, Asthma, Cancer, HIV	
Other	A disability not listed Please specify:	
Disabled	Prefer not to indicate <i>nature</i> of impairment	

SEXUAL ORIENTATION

Please indicate your Sexual Orientation

Lesbian Gay Bisexual Heterosexual I Decline to Answer

RELIGION OR BELIEF

No Religious Belief		Of Religious Belief			I Decline to Answer
Atheist		Hindu	Jewish		
Agnostic		Buddhist	Christian		
Other Philosophical belief (e.g. Environmentalist, Humanism, Darwinism)		Sikh	Muslim		
		Bahai	Pagan		
No Beliefs		Jain	Other		

CARING RESPONSIBILITIES

Do you have dependent Caring Responsibilities for any of the following (tick all that apply):

Child under 16 Disabled child under 18 Parent

Partner Other relative Other (at same address)

Including the above persons, please tick if you are the Carer of a Disabled Person

No Caring Responsibilities I Decline to Answer