

Job Application Form



Confidential

Please complete this form in black ink or type, for photocopying purposes, and return it to the Human Resources Department at London South Bank University, Southwark Campus, 103 Borough Road, London, SE1 0AA or email to humanres@lsbu.ac.uk

Post applied for			
Location		Reference No	

Personal Details

Name		Surname	
Title e.g. Dr or Prof			

Home address		Postcode	
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Are you required to hold a work permit? Yes No

Are you, to your knowledge, related to any member of the University council, or to any employee of the University? Yes No

If yes please enter details:	
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Work telephone number (if we may use it)		Home and Mobile telephone numbers	Home	
E-mail (if we may use it)	Mob			

What is your period of notice?	
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Employment History

Present employer (or last employer, if not currently employed*)

Name and address of employer		Postcode	
Job title			
Present salary and grade		Date of appointment	
Reason for leaving		*Date of leaving	

Please give a brief description of your present duties and responsibilities

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Previous employment (most recent first)

Name and address of employer	From	To	Position held	Reason for leaving

Education and training

Schools, Colleges or Universities, etc	From	To	Subjects taken / qualifications achieved

Additional qualifications

Awarding Body	Qualification	Year awarded

Membership of professional bodies

Professional Body	Membership status	Year awarded

Training and short courses (work and outside work)

Detail non-qualification training you have undertaken that is relevant to the post for which you are applying

Training body or Organisation	Details of Course or other form of development	Date

SELECTION CRITERIA

The information you provide in this section will be used in assessing your application. Please refer to the information provided in your job pack. In particular the selection criteria for the post for which you have applied. For each of these criteria, please detail the skills, knowledge, experience and personal qualities gained through work or unpaid work that demonstrate you meet the requirements of the job.

Please complete this section in all cases and even if you have included a CV. Use additional sheets if required.

Criterion A

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Criterion B

Criterion C

Criterion D

Criterion E

Criterion F

Criterion G

Criterion H

Criterion I

Criterion J

Criterion K

Criterion L

Criterion M

Criterion N

Criterion O

Other relevant information (please detail any other information relating to your application not included above)

PUBLICATIONS AND RESEARCH EXPERIENCE

(TO BE COMPLETED FOR ACADEMIC OR RESEARCH POSTS ONLY)

Detail any research undertaken, or publications, that are relevant to the post for which you are applying

References

Please give the name and addresses of **two** referees (one of which must be your present, or most recent, employer).

References will only be taken up for successful candidates.

If you have had more than ONE EMPLOYER DURING THE PAST THREE YEARS, it will be necessary for you to provide details of all your employers during that period in order for the University to take up references.

Use additional sheets if necessary.

Name			
Position held and relationship			
Organisation			
Address		Postcode	
Telephone (if we may use it)		E-mail (if we may use it)	

Name			
Position held and relationship			
Organisation			
Address		Postcode	
Telephone (if we may use it)		E-mail (if we may use it)	

Name			
Position held and relationship			
Organisation			
Address		Postcode	
Telephone (if we may use it)		E-mail (if we may use it)	

Please state where you saw this post advertised	
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DECLARATION AND DATA PROTECTION ACT

In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates the information will be destroyed after twelve months. In addition, it will be held on a database and used for equal opportunities monitoring purposes.

I confirm that I do not object to the information collected on this form being transferred onto computer for the purpose of anonymous statistical reporting, in accordance with statutory requirements and for the basis of compiling correspondence and to assist the University in equal opportunities monitoring in respect of job applications.

I agree that the London South Bank University has the right to validate any of the information provided.

I certify that to the best of my knowledge, the information given on this form is correct

Signature	Date
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Please note, if you are sending this application form via email you will be required to sign the form if you are invited to an interview.

Equal opportunities monitoring form

STRICTLY CONFIDENTIAL

Please complete this form in black ink or type, for photocopying purposes, and return it to the Human Resources Department at London South Bank University, Southwark Campus, 103 Borough Road, London SE 1 0AA

The University is an equal opportunities employer.

The information you provide will be placed on the University's Personnel Database and, if you are appointed, on the personal file created for you as an employee. If you are not appointed the information will be stored confidentially for a period of one year, together with all other recruitment papers, and then destroyed.

DATA PROTECTION ACT 1998

The information submitted on this form is used to monitor the effectiveness of the University's Equal Opportunities Policy, at no time is it used as part of the selection process for interview or appointment and will only be used for the purposes of providing statistical returns within the University. Both electronic and paper records will be deleted / shredded within seven years of you leaving the University or within twelve months if you are not appointed.

1. ETHNIC ORIGIN

NB. Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic grouping. UK citizens can belong to any of the groups listed below.

Asian or Asian British – Bangladeshi	<input type="checkbox"/>	Mixed – White & Black African	<input type="checkbox"/>
Asian or Asian British – Indian	<input type="checkbox"/>	Mixed – White & Asian	<input type="checkbox"/>
Asian or Asian British – Pakistani	<input type="checkbox"/>	Mixed – White & Black Caribbean	<input type="checkbox"/>
Other Asian background	<input type="checkbox"/>	Other Mixed background	<input type="checkbox"/>
Black or Black British - African	<input type="checkbox"/>	White – British	<input type="checkbox"/>
Black or Black British - Caribbean	<input type="checkbox"/>	White – Irish	<input type="checkbox"/>
Other Black background	<input type="checkbox"/>	Other White background	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	* Other Ethnic background please specify	<input type="checkbox"/>

Categories listed above are those based on the 2001 Census of Population ethnicity classifications specifically for English institutions.

2. GENDER	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
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3. DATE OF BIRTH

4. DISABILITY

Do you consider yourself disabled? Yes No

If yes, please provide details of the nature of the disability

5. NATIONALITY

NAME	POST REF NO
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