

APPLICATION FORM

Post applied for

Where did you find out about this post?

Academic title (e.g. Dr, Prof) Surname Forename

Home address

Postcode Home Tel Home Email

Bus Tel (If convenient) Bus Email

FURTHER/HIGHER EDUCATION

Dates (Month/Year) From To	University or college attended	Qualifications obtained
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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SECONDARY EDUCATION

(This Section need not be completed if you have completed the Section above)

Dates (Month/Year) From To	Certificates gained listing subjects and level of pass
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<input type="text"/>	<input type="text"/>
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MEMBERSHIP OF PROFESSIONAL BODIES

Organisation	Date joined	Level of membership
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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PRESENT EMPLOYMENT

(Present or most recent appointment)

Name and address of employer

Date started

Position held

Notice required

Current salary

Reason for leaving

Date left

(If applicable)

Please describe your role in the organisation and outline your responsibilities
(Please continue on a separate sheet if necessary)

PREVIOUS EMPLOYMENT

(Please start with most recent, including all previous appointments.
School leavers or recent new graduates, show any part-time or vacation work)

1	Dates From / To	Name and Address of employer	Position Held

Brief description of duties and responsibilities

2	Dates From / To	Name and Address of employer	Position Held

Brief description of duties and responsibilities

3	Dates From / To	Name and Address of employer	Position Held

Brief description of duties and responsibilities

ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

1. Please summarise details of any skills, experience, aptitudes or personal qualities which you think make you the most suitable candidate for this post.
2. Please identify the key areas of your present position, your achievements to date, the attraction of this post at this particular stage of your career and your ambitions for the future. (Recent graduates or school leavers should draw from their achievements at University/College/School, plus any relevant vacation experience.)

COURSES ATTENDED/OTHER SPECIALISED TRAINING OR KNOWLEDGE

(Please include details of Continuing Professional/Personal Development and any certificates attained)

PUBLICATIONS AND/OR EXHIBITIONS

DATES

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REFEREES

One must be your most recent employer; or most recent education establishment

Name

Address

Designation

Telephone

Email

1

2

Please state if these referees may be approached if application is short-listed

1

Yes

No

2

Yes

No

ASYLUM AND IMMIGRATION ACT 1996

It is a criminal offence for an employer to employ those who do not have permission to live or to work in the UK. In general, if you are not a British Citizen or Commonwealth Citizen with the right of abode in the UK, or a citizen of any country in the European Economic Area (EEA) you will require a work permit.

1. Are you a UK or European Economic Area National?

Yes

No

2. If no, do you require a work permit to work in the UK?

Yes

No

3. If you have answered yes to question 2 above, do you have a work permit to work in the UK?

Yes

No

Work Permit Reference Number

REHABILITATION OF OFFENDERS ACT 1974

The provisions of the above Act provide protection to persons with a criminal record from being discriminated against when applying for jobs and from dismissal for the reason of a conviction that has been "spent". However, we require the successful applicants to declare any convictions that have not expired. If this is not applicable to you, please mark (•) the box below.

Not applicable

Details of Conviction

Date Conviction spent

DECLARATION TO BE COMPLETED BY THE APPLICANT

I declare that the details submitted in application for this post are to the best of my knowledge true and accurate. I understand that any deliberate falsification or attempt to mislead may result in the withdrawal of any offer of employment or to the termination of my employment.

Signature

Date

The information supplied in this application form may be computerised for administration purposes. All such information is registered under the Data Protection Act and may only be used as described within that Act.

Please return completed form to:

HR Department, The Glasgow School of Art,

167 Renfrew Street, Glasgow, G3 6RQ

Tel: +44 (0)141 353 4463

Fax: +44 (0)141 353 4505

Email: hr@gsa.ac.uk

Web: www.gsa.ac.uk

EQUAL OPPORTUNITIES MONITORING FORM

Post applied for

The Glasgow School of Art is committed to a policy of equal opportunities in employment. To monitor the operation of this policy it is necessary to collect information from all job applicants and employees on the key characteristics which relate to equal opportunities in employment. The information collected will form a confidential statistical record/database which will not be used for any other purpose than track the School's policy on equal opportunities. The information given will not be seen by or made known to any other selector.

Please specify your age

Please mark (•) the boxes describing you.

GENDER

I am Female

Male

MARITAL STATUS

I am married

not married

ETHNIC ORIGIN (Categories as used by HESA - Higher Education Statistics Agency)

A White Scottish Irish British

Other White background, please write in

B Mixed White and Black Caribbean White and Black African White and Asian

Other Mixed background, please write in

C Asian or Asian British Indian Pakistani Bangladeshi

Other Asian background, please write in

D Black or Black British Caribbean African

Other Black background, please write in

E Irish Traveller

F Chinese

G Other Ethnic background

Other Ethnic background, please write in

EQUAL OPPORTUNITIES MONITORING FORM CONT.

DISABILITY

Do you consider yourself to be disabled?

No Yes

The Employment Equality (Sexual Orientation) Regulations 2003 and The Employment Equality (Religion or Belief) Regulations 2003 came into effect on 1 and 2 December 2003 respectively. These new regulations outlaw discrimination on the grounds of sexual orientation, religion or belief. As explained on the previous page, this information will remain confidential and anonymous and will not be seen by or made known to those involved in the selection process.

Please specify your religion or belief.

RELIGION OR BELIEF

Buddhist	<input type="checkbox"/>	<input type="checkbox"/> Christian (please tick the appropriate box to indicate denomination)
Hindu	<input type="checkbox"/>	<input type="checkbox"/> Church of Scotland
Jewish	<input type="checkbox"/>	<input type="checkbox"/> Roman Catholic
Muslim	<input type="checkbox"/>	<input type="checkbox"/> Other Christian (please specify)
Sikh	<input type="checkbox"/>	<input type="checkbox"/> None

Any other religion or belief (eg. Pacifism) (please specify)

SEXUAL ORIENTATION

Do you consider yourself to be:

Bisexual Heterosexual Homosexual (Gay, Lesbian)

THANK YOU FOR YOUR ASSISTANCE IN COMPLETING THIS QUESTIONNAIRE.

Please specify your full name

The information you provide on disability will not be made available to the selection panel for use as part of the selection process.

DISABILITY

The Disability Discrimination Act (1995) defines a disability as any physical or mental impairment, which has a substantial and long-term (more than 12 months) adverse effect on a person's ability to carry out normal day to day activities.

Do you have a medical condition or disability which could affect your ability to carry out the duties of the post?

(please mark (•) appropriate box)

Yes

No

If Yes, please give details of

1 Your condition or disability

2 How this could affect your ability to carry out the duties of the post

3 Any adjustments the School might reasonably make to enable you to carry out the duties effectively

ABSENCE HISTORY

The Glasgow School of Art takes absences from work seriously. The information you provide in this section will not be made available to the shortlisting panel but may be taken into consideration when offering an appointment.

To your best recollection, how many days sickness absence have you had in the last two years?

(please tick (•) appropriate box)

Less than 10

More than 10

If more than 10 please give details: