

Reference No.

(for official use only)

APPLICANT INFORMATION FORM

FOR APPLICATIONS FOR ACADEMIC AND ACADEMIC-RELATED POSTS

Please email, as an attachment, to: jobs-ac@xjtlu.edu.cn

Applications should comprise:

1. This **form** with all the sections completed.
2. A copy of your full **curriculum vitae**, including a **list of publications** where appropriate.
3. A **statement** indicating the reasons for applying for this post, and how your training and experience are relevant.
4. An **Equal Opportunities in Employment** form.

POST DETAILS

Post Applied for:	Job reference code:
Department	
Where did you see the post advertised ?	

PERSONAL DETAILS

Surname/Family Name	First names (in full):
Title (eg, Mr, Mrs, Dr Professor, etc)	Postcode:
Address	Country:
Tel.: Home:	E-mail:
Work: (include international prefix)	Alternate E-mail (if any):
Would you require a Work Permit to take up this appointment ? (Chinese citizens do not require Work Permits)	Nationality

DETAILS OF PRESENT EMPLOYMENT

Name and Address of Present Employer	Position held	Start date in this employment
Current Annual Salary (Gross and Net)	Period of Notice Required Preferred Start Date at XJTLU	

OTHER PERSONAL DETAILS

Please state on how many occasions and for how many days you have been absent from work due to illness over the past two years	
Have you been convicted of any criminal offence? If yes, please give details	Yes/No

Are there any dates when you would not be available for interview? If yes, please give details	Yes/No
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REFEREES

Please give the names and addresses of three people who have agreed to act as referees on your behalf, one of whom should be your present or most recent employer. Referees should not be related to you

NOTE: Unless indicated otherwise, we may contact your referees at an appropriate stage in the recruitment process

Name and Address	May this referee now be approached ?
1. Tel. No: E-mail: In what capacity does this referee know you ? (eg employer, tutor, friend etc)	Yes / No
2. Tel. No: E-mail: In what capacity does this referee know you ? (eg employer, tutor, friend etc)	Yes / No
3. Tel. No: E-mail: In what capacity does this referee know you ? (eg employer, tutor, friend etc)	Yes / No

DECLARATION

By submitting this form I declare that the information I have given on this form, and on any enclosures, is correct and I recognise that the University may terminate employment, without notice, should I knowingly mislead during the selection process

Data Protection : I agree to Xi'an Jiaotong-Liverpool University using personal data contained in this application, or other data which the University may obtain from me or other sources, for the purpose of dealing with my application for employment.

Name
Date

V12- October 2007

Please Email the following attachments

1. This form
2. Your curriculum vitae, (including a list of publications where appropriate)
3. A statement indicating the reasons for applying for this post, and how your training and experience are relevant
4. The Equal Opportunities in Employment form

in a single e.mail to jobs-ac@xjtlu.edu.cn. Please include your name and the job reference code on the Email subject line. Also, please include your family name in the file names of the attachments (e.g. Smith-cv.rtf, Smith-app.rtf).

You should receive an Email "Acknowledgement of Receipt" within one week of submitting your application.

A condition of employment will be that, where required, you obtain the Chinese Foreign Experts Certificate. This will require you to pass a medical.