

## GUIDELINES FOR APPLICANTS

*Please read these guidelines carefully before completing the application form.*

Thank you for your interest in a post at Middlesex University. Your application must be in response to an advertised vacancy, we do not accept speculative applications.

### COMPLETING THE APPLICATION FORM

Complete the application form in full. Academics may submit a CV along with the application form using our CV specification found here: <http://www.mdx.ac.uk/aboutus/staffjobs/docs/CSVSPEC.pdf>

If the application form is completed on a PC using Microsoft Word the individual fields will continue to populate onto as many pages as needed. If you hand-write your application you may continue sections on a separate sheet(s), please attach these firmly to the main part of the form, marked with your full name, and the reference number.

### DO YOU HAVE PERMISSION TO WORK IN THE UK? OR ARE YOU A SKILLED MIGRANT?

To work in the U.K you are required to be a U.K citizen, a European Economic Area (EEA) national, or a non-EEA migrant with a valid visa to work in the UK (e.g. a Tier 1 visa).

If you wish to apply for a post under the Tier 2 Points Based System (PBS) you must declare this on the application form. Tier 2 visas can only be issued for skilled posts that are on the "skilled occupation list", and where there is no suitably qualified or experienced UK/EEA national. Most administrative and manual roles do not meet the skills level to satisfy this criteria/requirement. In addition, the migrant worker must reach the Tier 2 points requirements before the Tier 2 visa can be issued.

More information on working in the UK can be obtained from <http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/general>

All appointed candidates will have to produce documentary evidence of their right to work in the UK.

For those applying under the Tier 2 PBS, relevant documentation and evidence will need to be produced for a certificate of sponsorship to be awarded.

### DISCLOSURE OF A CRIMINAL RECORD/REHABILITATION OF OFFENDERS ACT 1974 (F)

You do not have to disclose information on certain convictions after a set period of time, as they become 'spent'. However, some positions are **exempt** from the above Act and are subject to a Standard or Enhanced Disclosure, usually because they involve working with children under 18 years or vulnerable adults. The job description will indicate if any type of disclosure is required. If your post is subject to a Standard or Enhanced Disclosure, you must disclose **all** convictions (whether spent or unspent), cautions, reprimands and final warnings on your criminal record and (for Enhanced Disclosure) any other information that may have a bearing on your suitability for the post. A Standard or Enhanced Disclosure will be sought through the Criminal Records Bureau (CRB) before your appointment is confirmed. Further information on Disclosure is available on request from Human Resources. The University complies with the CRB's Code of Practice and also has a policy on the recruitment of ex-offenders (both of which are available on request). A criminal record will not necessarily be a bar to obtaining a position.

**For all other posts**, you need only declare those convictions which are current, i.e. not 'spent'.

### DATA PROTECTION ACT (DPA) 1998

The University is a Registered User under the DPA 1998. It will only use the personal information provided in your application form and CV to process your application for the post for which you have applied. All information will be held confidentially and (except data on the monitoring form) will be made available to those involved in the selection process. For successful applicants, this information will be held confidentially on both manual and computer records and made available to line managers, finance and human resource staff for the proper administration of the employment relationship. Equal Opportunities data will be processed in an anonymous, statistical format for use by the University or relevant outside bodies for monitoring purposes.

### RETURNING THE APPLICATION FORM

Please return the form by the closing date shown, allowing enough time for the post.

We can only acknowledge receipt if you enclose a stamped addressed envelope/post card clearly marked "Application form for post reference xxxx has been received by Middlesex University".

If you have not heard from us within four weeks of the closing date you can assume that you have not been shortlisted.





### C. Previous Employment

(Please give details of previous posts held and include any **relevant** voluntary or unpaid work. Continue on a separate sheet if required)

Past Employer(s) most recent first	Post held and main role(s)	Dates From      To	Reason for Leaving

### D. Additional Information in support of your Application

- This part of the application form will be used for shortlisting. Please give details of your relevant qualifications, experience, knowledge and skills demonstrating how you meet **each** of the criteria on the person specification. Give detailed answers and examples where appropriate. Continue on a separate sheet if required.
- Applicants for **academic** posts (and others, where appropriate) should attach to this form a curriculum vitae, following the enclosed standard format required by the University, detailing qualifications, experience, research, consultancy, patents and publications.

## E. Education and Training

(If you have attended a place of further or higher education, information concerning schools and school examinations may be omitted). You will be required to produce original certificates/qualifications.

### a) Secondary education OR Further and/or Higher education, giving most recent qualification first

School/College/University/Other	Qualification and subjects(s)	Level	Grade	Year obtained
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### b) Qualification(s) currently being undertaken

Institution/Provider	Qualification/level	Subject(s)	Exam/finish date
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### c) Relevant Training and Non-Qualification Courses Attended

### d) Membership of Professional Body(ies)/Professional Qualification(s) (If more than one, please list all)

Name of Professional Body(ies)	Qualification(s)	Membership level	Registration No.	Date obtained
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## F. Disclosure of a Criminal Record/Rehabilitation of Offenders Act 1974 (to be completed by all applicants)

If the post you have applied for is **exempt** from the Rehabilitation of Offenders Act 1974 and requires a Standard or Enhanced Disclosure (as indicated on the job description), you must disclose **all** convictions (whether spent or unspent), cautions, reprimands and final warnings on your criminal record. **(Please read the guidelines carefully)**

**If the post is subject to either a Standard or Enhanced Disclosure, you must answer the following question:**

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? YES  NO

**If the post is subject to Enhanced Disclosure, you must also answer the following question:**

Are you aware of any police enquiries undertaken following allegations made against you or do you have any pending prosecutions, which may have a bearing on your suitability for this post? YES  NO

**For all other posts:** Do you have any unspent criminal convictions? YES  NO

(If you answer yes to any of the above questions, please give details of offences, penalties and dates on a separate sheet (which should be signed and dated), enclose in a sealed envelope marked 'Private & Confidential' and attach to the form. Write your name, the post reference number and job title on the envelope.)

Have you worked for Middlesex University (or its predecessor Middlesex Polytechnic) before? YES  NO  If yes, please state dates employed and job title:

Please indicate if you are applying for this post on a part-time/job share basis YES  NO

If yes, please state (a) number of hours you wish to work per week (b) do you have a job share partner Yes  No

### G. Disability (To be completed by all applicants)

The Equality Act 2010 defines a disabled person as anyone who has or has had a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day-to-day activities. Taking this definition into consideration, do you consider you have a disability? : YES  NO

If you have a disability and have demonstrated in your application that you meet the minimum (essential) criteria for the vacancy you can request a guaranteed interview. Do you wish to claim an interview under the 2 ticks scheme?  
YES  NO

Please describe any special requirements/reasonable adjustments which will help you participate in an interview or to carry out this post if appointed:

### H. References

Please give names and addresses of **THREE** referees, not related to you, who are willing and able to provide up-to-date information on your qualifications, experience and skills. One of these must be your line manager from your current or most recent employment or if you have not been employed, a referee related to relevant voluntary or community work or, if appropriate, your head teacher or lecturer/tutor from your last school or college or university.

We reserve the right to contact your present/last employer if an offer is made and accepted. **References may be taken up prior to interview, unless you have specifically requested otherwise in the section below.**

Name	1.	2.	3.
Position			
Working relationship (if any)			
Address			
Post Code:			
Tel No:			
Fax No:			
E-mail address:			
May we contact prior to interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

### I. Declaration

- I understand the University reserves the right to withdraw an offer of appointment or to terminate my employment with or without notice or payment in lieu in cases where: (a) it is discovered I do not have the claimed qualification or experience (b) I do not obtain, for whatever reasons, any appropriate examination or licence; (c) I become disbarred from the appropriate Regulatory Body or Authority.
- I understand that an offer of appointment will be subject to references satisfactory to the University.
- I understand that, if the post is subject to Standard or Enhanced Disclosure, I must disclose details of any criminal record, including convictions, cautions, reprimands and final warnings and (for Enhanced Disclosure) any other information that may have a bearing on my suitability for the post.
- I understand that providing false or misleading information will disqualify me from appointment or if appointed will render me liable to dismissal without notice.
- I declare that the information I have given is, to the best of my knowledge, true and complete.
- I agree that the information given may be used for registered purposes under the Data Protection Act 1998.

Has anyone else completed this form on your behalf YES  NO

Signed:

Date:

# Middlesex University

## FOR MONITORING PURPOSES ONLY

Please refer to the 'Guidelines for Applicants'

As part of Middlesex University's Equal Opportunities Policy, we aim to ensure that all applicants for posts receive equal treatment irrespective of their age, gender, ethnic origin or disability. In order to monitor the effectiveness of the policy and to assist in its development we should be grateful if you would complete this section.

**This section will be separated from your application form when received and retained in Human Resources.**

Application for the post of:

Family Name:

Forenames:

Date of Birth:

Age:

Gender: Male  Female

## Ethnic Origin

Your ethnic origin is not your nationality, place of birth or citizenship but refers to your colour and broad ethnic group.

I would describe my ethnic origin as:- (Please put a cross ⊗ or ✓ in the relevant circle)

- White - British
- White - Irish
- White - Other
- Black or Black British - Caribbean
- Black or Black British - African
- Black - Other
- Asian or Asian British - Indian
- Asian or Asian British - Pakistani
- Asian or Asian British - Bangladeshi
- Chinese
- Asian - Other
- Mixed - White and Black Caribbean
- Mixed - White and Black African
- Mixed - White and Asian
- Mixed - Other
- Other Ethnic Background

**Nationality:** .....

**Disability:** .....

As some of the recruitment process is decentralised, a section on disability appears both in the main application form so that managers are made aware of any reasonable adjustments required during the process and in this tear-off part which is used by Human Resources to monitor equal opportunities.

The Equality Act 2010 defines a disabled person as anyone who has or has had a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day-to-day activities.

Taking this definition into consideration, I would describe myself as disabled: YES  NO

## How did you become aware of this vacancy?

University website  jobs.ac.uk  newspaper/journal advert  other website

I declare that all information given in this application is, to the best of my knowledge, complete and correct.

**Signed:**

**Date:**