

# Personal Details Form



**University of London**

These personal details should be accompanied by a current Curriculum Vitae plus a brief statement of why you wish to apply for this position, indicating how your skills, past achievements, qualifications, experience and personal qualities make you suited for this job and what contribution you would expect to make if appointed. For academic and research posts please list publications, grants and distinctions.

Job title:	
Reference number:	
Where did you see the post advertised?:	
Surname:	Title (Prof/Dr/Mr/Mrs/Miss/Ms):
Forename(s):	
Home address (including postcode):	
Email:	
Telephone number:	
Mobile number:	
Work address (including postcode):	
Email:	
Telephone number:	
Mobile number:	
May we contact you by telephone <input type="checkbox"/> or email <input type="checkbox"/> at work? (please indicate as appropriate)	
Please state period of notice required by your present employer, or date you could be available for work if offered the post:	
National Insurance number:	
Do you require permission to work in the UK?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you applied to/been employed by King's College London before? If so, please give details/dates:	

Please state your present / last basic annual salary and any regular additional benefits / allowances (e.g. London Allowance). N.B.: Salary details of appointee may be verified.

Next increment (if any), value and date:

## References

Please provide the names and addresses of two referees (one of whom should normally be your manager/supervisor at your current workplace). For recent graduates, your personal tutor could also be appropriate. Relatives may not be given as referees.

<i>One</i>	<i>Two</i>
Name: Job title of referee: Relationship to you: Address:      Tel. no.: Fax no.: Email:	Name: Job title of referee: Relationship to you: Address:      Tel. no.: Fax no.: Email:

If you are shortlisted, references may be taken up prior to interview. Please tick  if you do not wish us to contact your current employer prior to interview.

Additional referee: it would be very helpful if you could provide details of a third referee whom we could approach if one of the other two is unavailable prior to the interviews. Please fill in the name and contact details in the space below:

## Data Protection statement

Access to this information will be restricted to a limited number of authorised College Staff. The information may also be used for the purposes of compiling employee statistics and equal opportunities monitoring.

For those staff who hold honorary contracts with the NHS, the data may be shared with your honorary employer.

I give my consent to this information being processed and stored (by means of a computer database or otherwise) as described above, for the duration of my contract of employment and to fulfil the statutory, or recommended, retention periods when I am no longer an employee at King's College London.

I confirm that all the information given on this form is complete and correct by printing my name below.

**PRINT NAME:** ..... **DATE:** .....

Please note that failure to disclose relevant details or a deliberate attempt to falsify information may lead to dismissal.