

Application Form

It is important that you type or write legibly using black ink when completing the form as it will be photocopied. You may supply additional material if relevant but unfortunately it is not sufficient to only send a copy of your Curriculum Vitae. Receipt of application will be acknowledged only upon receipt of a stamped self-addressed envelope. Applications should be returned to the address provided in the job details.



University of London

* Please refer to job details

Closing date: *

Job reference: *

Post applied for:
Department:
Where did you see the post advertised?:
Date of publication:

Personal details

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)	
Period of notice in present post:	
Do you require permission to work in the UK?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
National Insurance number:	
Have you applied to/been employed by King's College London before? If so, please give details/dates:	
Please give your present/last annual salary, and details of any additional benefits/allowances: N.B.: Salary details of appointee may be verified.	

Education and qualifications

University/College	Subject	From (month/year)	To (month/year)	Results (Hons/Level attained)
Technical, professional, commercial, or relevant in-house training				
College/Institute	Type of training	From (month/year)	To (month/year)	Results
Membership of professional bodies/Professional registration				
Secondary School	Examinations passed	From (month/year)	To (month/year)	Grades

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.

One	Two
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 indicate <input type="checkbox"/> if you <u>do not</u> wish us to contact your current employer prior to interview.	

Current and previous employment

Employer's name, address and type of business	Positions held (briefly describe duties)	From (month/year) To (month/year)	Reason for leaving

Please state below why you are interested in applying for the post and indicate 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.
(Please use additional sheets if necessary).

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.