

# Employment application form



SHARPENS YOUR THINKING

All applicants are required to complete the application form in full.

## Post details

Application for the post of	
Vacancy reference number	Closing date

## Personal details

Surname	Forenames	Title
Address		
Postcode	Email	
Main contact phone number	Alternative number	
National Insurance number		

## Education and qualifications (Secondary, further and higher education only is required) in chronological order

Establishment	Qualification and subjects	Class of award	Awarding body	Date of award

## Training courses

Please give details of any non-qualification training courses recently undertaken, relevant to the application

Date and duration	Title	Brief details

## Membership of learned/professional societies or professional associations/accreditations

Name of professional society/association or accrediting body	Membership number (where applicable)

## Employment

Please state exact dates and, where applicable, hours per week for any part-time appointments.

### Current/most recent employment

Post title(s)
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Employer name and address	Full-time or part-time	Date of appointment	Salary and grade

Is this employment through an agency?  YES  NO

Brief description of duties
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Reasons for leaving and notice required
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### Previous employment

Please start with the most recent employment, including details of any relevant unpaid work.

Employer	Post title, brief description of duties and reason for leaving	Full-time or part-time	Date From	to	Salary and grade

**ALL APPLICANTS - other information in support of application**

Please outline your relevant experience, skills and abilities – gained both in and out of work – demonstrating how you meet the skills/experience detailed on the person specification/role outline. Please continue on a separate sheet if necessary. **CV's are not accepted.**

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**ACADEMIC AND RESEARCH APPLICATIONS:** Please list or attach a list of research, published works or significant projects relevant to your application, including a list of all referred publications, books, book chapters, and details of grants or income generated

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## References

**Any offer of appointment will be subject to the receipt of references which are satisfactory to Sheffield Hallam University.**

Please provide details of a minimum of three referees, one of which must be your current or most recent employer. Please use **BLOCK CAPITALS** and give all addresses in full with fax/email details if possible. Professorships are subject to four satisfactory professorial references and one current/most recent employment reference.

References will be requested for successful candidates once you have received a conditional offer. Up to three references will be requested. Do you agree to us approaching your referees at that time?

YES

NO

### Current/most recent employer

Name	Position held
Company name, address and postcode	
Contact phone number	Email

### Additional referees

Name	Position held
Company name, address and postcode	
Contact phone number	Email

Name	Position held
Company name, address and postcode	
Contact phone number	Email

Name	Position held
Company name, address and postcode	
Contact phone number	Email

Are you a European Economic Area / EU citizen?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If not, will you need a certificate of sponsorship to do this job?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you previously worked at Sheffield Hallam University?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, what were the dates of employment?		
from _____	to _____	
If stated on the advert, do you wish to be considered on a job share basis?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

### Declaration

I declare that, to the best of my knowledge, the information given in this application is correct. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal.	
Signature	
Date	
If you are sending this form to the University by email then you should note that, in the absence of this signature, the emailing of this application constitutes your personal certification that the details are correct.	