

Job Title	Job Reference No
Dept/Div	Applicant No (for office use only)

Personal Details	
Full Name and Title <i>(include FRS, FREng, FMedSci if appropriate)</i>	
CID (for internal College applicant)	
Address	Telephone: Day:
	Evening:
	Mobile:
Postcode	Email:
Do you require permission to work in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/>	

Higher Education
<i>Include institution, class of degrees, scholarships etc. starting with the highest level first - please include dates</i>

Membership of Professional Bodies, Learned Societies etc
<i>(in chronological order, with dates)</i>

For Clinical Applicants only:	
GMC Reference No. and date of full registration	Number:
	Date of Registration:
Specialist Register (entry date and specialty)	Entry date:
	Specialty:
CCST – Date obtained	Date:

<p>I confirm that the information and details provided on this form, and other information relating to my formal application for employment, are correct. I understand that any false information or misrepresentation would result in my application being disqualified or, if appointed, could lead to my dismissal without notice.</p> <p>I agree that my application and associated information may be provided to those I nominate as referees, and to those referees who are nominated by the Faculty/Business School. I also agree that it may be necessary to disclose personal and sensitive data between relevant organisations during the recruitment and selection process, and during my employment, e.g. with local NHS Trusts, only where it is necessary to do so, and where such disclosure does not contravene legislation, including provisions of the Equalities Act.</p>	
Name of Applicant:	Date:

Research Grants and Contracts obtained over the Last Five Years

It is important to state your role in relation to a grant/contract (for example, were you/are you the Principal Investigator, Joint Principal Investigator etc). Grants should be in chronological order. Please provide the total value of the support* in £ Sterling (use current conversion rates where necessary).

**including equipment and overheads where relevant*

Source of Funds	Title of Project	Duration (months)	Date of Start	Total Value of Support*	Names of other Grant or Contract Holders (if any)	Other Comments

Publications (to be attached as a separate sheet)

Publications should be divided into a number of categories. These are:

- a) Refereed Full Papers
- b) Refereed Conference Publications
- c) Conference Abstracts
- d) Books and/or Book Chapters
- e) Patents
- f) Other

It is important to note that under each category the information relating to a paper etc must be presented in the form in which it was published in the original paper. Hence, for example, authors must be fully listed in the correct order in which they appear on the original paper. Dates and page numbers (ie, start and finish of the paper) must be included.

Publications should be presented in chronological order and numbered.

Please select **four** of your full research papers and provide web-links to PDF versions of the papers, which can be downloaded. In your application, you should include a single page which states the full reference of each paper, together with a short paragraph explaining the key points of the paper and why it is important.

Normally, you should choose your **four** best research papers - but please be mindful that emphasis should be placed on your research over the last 5 years unless there are special circumstances that may have affected your recent research output.

Applicant's Referees

Please give below the names and addresses of three people who have detailed knowledge of your academic work and achievements. It would not be acceptable for more than one referee to be based currently at Imperial College.

Referees should be of appropriate seniority depending on the level of appointment sought and, for more senior posts, should reflect both national and international recognition. Applicants should ensure that referees are willing to act prior to naming them.

It is College policy that references must cover the last three years, therefore please ensure the referees you supply below are able to cover this period or include additional referees on a separate sheet of paper.

Please note that referees will be contacted before interview unless you indicate clearly that a particular individual must not be approached.

Name:

Address:

Position:

Telephone:

May we approach this referee before interview?

Fax :

YES NO

Email:

Name:

Address:

Position:

Telephone:

May we approach this referee before interview?

Fax :

YES NO

Email:

Name:

Address:

Position:

Telephone:

May we approach this referee before interview?

Fax :

YES NO

Email:

Fair Recruitment

To ensure a fair recruitment process, do you know, or are you related to, any employee of the College or member of an Imperial College committee?

YES Please specify
NO

Criminal Records Checks

Have you ever been convicted of an offence that is not 'spent' under the Rehabilitation of Offenders Act 1974?

YES NO

Do you have any prosecutions pending against you? If 'YES' please provide details separately in a sealed envelope.

YES NO

Certain posts, predominantly those posts which include working with children, vulnerable adults and financial management, as indicated in the further particulars, are exempt from the Rehabilitation of Offenders Act 1974. Applicants for such posts are required to declare all criminal convictions, spent or unspent. If this applies to you, please provide details separately in a sealed envelope. A successful candidate for such a position will be asked to apply for criminal records disclosure.

Information provided in a sealed envelope will only be retrieved for a successful candidate. Information provided by other applicants will be destroyed in a confidential manner.

Guaranteed Interview Scheme

As part of its commitment to the Two Ticks scheme, the College operates a Guaranteed Interview Scheme for disabled applicants who meet the essential criteria as detailed in the Job Description/Person Specification.

If you feel that you have a disability as defined by the Equality Act, you can choose to tick the box below:

Providing that you meet all the essential criteria for the job, you will be invited for interview.

Data Protection Act 1998

Your signature on this document gives the College the right, under the Data Protection Act 1998, to process the information that you have given, including data of a sensitive nature, for processes relating to your application which have been notified to the Offices of the Information Commissioner. Any processing of the data will be in accordance with the College's Data Protection Policy and the processing principles set out in the Act. Application forms of those who are unsuccessful will be destroyed after six months.

Asylum & Immigration Act 1996

The Asylum and Immigration Act 1996 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We, therefore, ask prospective employees to produce relevant documentation. Short-listed applicants will receive further details and successful applicants must provide relevant documentation before employment can begin.

Other Areas of Information - Guidance

The remaining sections of this document are designed to provide guidance to applicants on what other areas information will be of interest to the Appointments Committee. You may, for example, wish to check that all of the areas are covered in your standard CV or submit a separate document (or if you feel it appropriate, both).

Research

Please give details of your current research and the significance of its impact and influence. Indicate your major research contributions to date. Outline your research plan and goals for the next five years.

This section could be up to two pages in length.

Research Students Supervised

It would be helpful if you list those research students whom you **currently** supervise **before** listing students who have completed under your supervision. We would suggest that you provide start and end dates (as appropriate). With current students it is useful to state if they are writing up or awaiting their viva, and to indicate whether you are/were sole or joint supervisor.

Type of Degree	Start Date/End Date	Name	Title of Project	Sole Supervisor	Name of Co-Supervisor

Management, Administrative and other Relevant Activities

In this section you may wish to give details of the contributions you have made to management and/or administrative activities. We would suggest that this information should be in chronological order, using bullet points and short paragraphs, and not more than two pages in length.

Personal Development and Developing Others

You may wish to indicate how you have enhanced your career development. For example, have you attended any workshops, or undertaken developmental activities, to develop your skills and knowledge and what have you learned?

What activities have you been involved with to help ensure equal opportunities e.g. curriculum development, championing diversity initiatives, mentoring black and minority ethnic staff or female academics/research staff?

For those who have had staff management responsibilities, how did you ensure that you provided developmental guidance and support to your staff?

Evidence of Esteem, External Visibility and Professional Activities

This section should provide evidence of esteem within your professional peer group. For example: keynote and plenary lectures at international conferences; membership of editorial boards of international journals; refereeing papers; membership of governmental and research council committees etc; sitting on management committees of professional organisations or public policy bodies; Visiting Fellowships; prizes etc.

You should also use this section to include details of any involvement in consultancies, details of patents or industrial initiatives arising out of your research, such as spin-out companies.

We would suggest that it would be helpful if this information is in chronological order, with dates, and not more than two pages in length.

Appointments
Title of Appointment: Dates (from and to) Organisation, Department/Division Brief Description of Responsibilities

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Details of Past and Current Contributions to Education

This section is divided into three:

Undergraduate Teaching

Post Graduate Teaching

Innovation and/or Creativity in Teaching to Improve Student Learning

In the sections on **undergraduate and postgraduate teaching**, you should state which courses you teach, or have taught, and when; what type of teaching is/was involved e.g lectures, tutorials, supervision. You should give information on the impact of your teaching and supply the results of teaching evaluations, where appropriate, providing background information.

Under the heading **Innovation and/or Creativity in Teaching to Improve Student Learning** the information could include what you did and when – including examples of course design, teaching methods used, use of e-learning, how you have ensured that the needs of disabled students are met, or changes to methods of assessment initiated by you.

Undergraduate Teaching

Post Graduate Teaching

Innovation and/or Creativity in Teaching to Improve Student Learning