

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

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

<b>Internal Only Vacancies</b>
Please note that only current Imperial College employees and Agency Workers will be considered for internal only vacancies. Casual Workers, Students and applicants not currently employed at Imperial College will not be considered until the vacancy is advertised externally.
Are you a current Imperial College employee? YES <input type="checkbox"/> Please provide your CID number:
Are you currently engaged as an Agency Worker at Imperial College? YES <input type="checkbox"/> Please provide: Dates of engagement: From            To Name of Imperial College manager/supervisor: Department/Division engaged within:  <i>If you carry out work within more than one department/division, please provide details for the position with the furthest extending end date.</i>

<b>Fair Recruitment</b>
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 <input type="checkbox"/> Please specify
NO <input type="checkbox"/>

<b>Applicant's Referees</b>	
<p>Please give below the names and addresses of two from whom references may be sought, at least one of whom should have recent knowledge of your work; your current employer should normally be included.</p> <p>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.</p>	
<p>Name:</p>   <p>Position:</p> <p>May we approach this referee before interview?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>Address:</p>   <p>Telephone:</p> <p>Fax :</p> <p>Email:</p>
<p>Name:</p>   <p>Position:</p> <p>May we approach this referee before interview?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>Address:</p>   <p>Telephone:</p> <p>Fax :</p> <p>Email:</p>

<b>Criminal Records Checks</b>
<p>Have you ever been convicted of an offence that is not 'spent' under the Rehabilitation of Offenders Act 1974?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Do you have any prosecutions pending against you? If 'YES' please provide details separately in a sealed envelope.</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>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.</p> <p>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.</p>

<b>Guaranteed Interview Scheme</b>
<p>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.</p> <p>If you feel that you have a disability as defined by the Equality Act, you can choose to tick the box below:</p> <p><input type="checkbox"/></p> <p>Providing that you meet all the essential criteria for the job, you will be invited for interview.</p>

<b>Data Protection Act 1998</b>
<p>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.</p>

**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.

**Current Employment**

From (date)	Name and Address of Employer		
Post	Salary	Notice Required	
Duties – please also state Reason for Leaving			

**Previous Posts** (most recent first). Please account for any gaps where you have not been in employment

From	To	Employer	Post	Duties and Reason for Leaving

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**Previous Posts (continued..)**

From	To	Employer	Post	Duties

<b>Further and Higher Education</b>				
From	To	University/College	Subjects	Results

<b>Secondary Education</b>				
From	To	School	Examinations	Results

<b>Member of Technical or Professional Bodies or other qualifications</b>

**Statement in Support of Application (continue on separate sheet(s) if required).**

Please state why you believe you are a suitable candidate for this post by explaining how you meet its requirements and the experience which you have that is relevant. Please give examples of particular achievements.

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.

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.

**Name of Applicant** \_\_\_\_\_

**Date** \_\_\_\_\_